

## **ROUTT COUNTY**

### **CLASSIFICATION: PUBLIC SAFETY RECORDS ASSISTANT**

Created: August 2021

Family: Public Safety

Department: Sheriff

Approved: County Manager

Pay Scale: Public Safety Records Assistant

FLSA Status: Non-Exempt

Date: August 2021

#### **SUMMARY:**

Under general supervision, performs specialized clerical duties in the records/reception area of the Routt County Sheriff's Department; receives and processes crime, accident and other reports and enters pertinent data into electronic database systems; extracts information from the database for crime analysis and other law enforcement reports; assists callers and visitors by providing information in accordance with applicable laws and policies; establishes and maintains departmental filing and record systems; prepares and processes a wide variety of forms, records and correspondence; collects fees; and performs other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

An incumbent in this class processes and maintains criminal records and provide information to the public in accordance with applicable laws and policies. Incumbents work alone on routine or regular work assignments and check with a supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

This class is distinguished from the higher class of Public Safety Records Supervisor because an incumbent in that class works under the direction and has full supervisory responsibility for subordinate clerical, technical, and legal administrative staff.

#### **SUPERVISION EXERCISED:**

An incumbent in this class does not directly or indirectly supervise or lead the work of other employees but may assist in training less experienced staff.

#### **JOB DUTIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific duties does not prevent the assignment of work that is appropriately related to this class.*

- Receives and processes crime, accident reports, citations, summons and other law enforcement documents; reviews reports for completeness and compliance with departmental policy; classifies reports for the National Incident Based Reporting System (NIBRS); tracks and monitors missing reports.
- Enters data into the department records management system and disseminates copies of the reports to the District Attorney and other law enforcement agencies as appropriate.
- Greets customers, including other county employees and the public, in person, over the phone or through the computer; determines the nature and urgency of the visit/call and coordinates the appropriate response; provides information about departmental programs and/or services; takes and transmits messages; routes customers to other resources as appropriate.
- In response to requests, gathers and provides copies of reports in accordance with applicable laws and policies; reviews body camera recordings, photos and audio recordings to determine if such can be released with or without redactions; confers with the Custodian of Records before redacting or refusing the release of a report.
- Seals/expunges records pursuant to court orders; maintains and monitors records retention requirements based on established state archive schedules.

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- Checks state criminal databases for criminal history information and for warrants; ensures accuracy of warrant information and enters data into nationwide databases; clears citizens for fingerprinting; provides information for background checks; enters information about lost or stolen property.
- Fingerprints public for civil and court ordered requests.
- Submits National Incident Based Reporting System (NIBRS) reports, ensuring that they are accurate and submitted timely; researches and corrects data entry errors.
- Creates and utilizes forms, databases, spreadsheets, activity logs, or other tools to track and maintain information; assembles and consolidates information from multiple sources.
- Types and/or prepares moderately complex letters, memoranda, forms, labels, requisitions, receipts and other documents using a computer, printer, typewriter, or other input devices; reviews, compares and proofreads documents for spelling, punctuation, grammar, format, and clarity; completes various forms to process requests or claims; creates charts, tables, or other graphics; develops and prepares reports and data summaries. may draft correspondence using form letters and templates.
- Performs general mathematical and financial calculations; receives and receipts payments; counts cash and receivables and prepares deposit documents; tracks citations for payment and forwards to the court when the time has elapsed for payment to be made; reconciles bank statements to their associated account.
- Schedules appointments, meetings, conferences, and departmental events for manager(s) using manual and/or electronic tools; makes travel arrangements in accordance with county policy.
- Makes photocopies of documents; may scan records into an electronic document system.
- Retrieves, opens and date-stamps mail and delivers to appropriate location; conducts research on returned or undeliverable mail to identify updated address information; folds and stuffs documents to process outgoing mail using inter-office or United States mail system.
- Maintains inventory of office forms and/or supplies; maintains records of supplies requested, received, and issued.
- May testify in court; may provide back up support for evidence booking or other administrative areas.
- Processes Carry of Handgun permits including the acceptance of applications, fingerprinting, photographing, and tracking, and issuing of permits upon approval.
- Performs other related duties as assigned.

### **QUALIFICATIONS:**

#### **Education and Experience**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

Possession of a high school diploma or equivalent.

#### **Experience:**

Three years of progressively responsible clerical or secretarial experience that included electronic data entry, typing, the maintenance of recordkeeping systems, and the operation of personal computers. Experience in a law enforcement environment is desirable.

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#### **Licenses and Certificates:**

- Depending on assignment, a valid license to drive a vehicle in Colorado and a safe driving record may be required at the time of appointment and throughout employment.
- Must become Colorado Crime Information Computer (CCIC) certified within three months of appointment.
- Must become licensed as a Notary Public for the State of Colorado within six months of appointment.

#### **Other Requirements:**

Must pass a criminal background check prior to appointment.

#### **Knowledge of:**

- Standard office practices, procedures, and equipment, including the use of personal computers and business software.
- General law enforcement principles, procedures, techniques, and equipment.
- Principles and practices of customer service.
- Secretarial practices and procedures.
- Methods of ensuring accurate data entry.
- Correct spelling, grammar, and punctuation.
- Standard formats applicable to a variety of correspondence and business documents.
- Standard alphabetical, numerical, and chronological filing methods.
- Methods of compiling statistical information.
- Business mathematics including addition, subtraction, multiplication, division, fractions, and percentages.
- Cash handling procedures.

#### **Ability to:**

- Follow oral and written instructions accurately.
- Read and understand a variety of information.
- Prepare a variety of documents using correct spelling, grammar, and punctuation.
- Perform accurate mathematical and financial calculations.
- Type accurately and at a speed that is sufficient to efficiently perform assignments.
- Process sensitive and often disturbing information while maintaining confidentiality.
- Respond calmly and appropriately to difficult customers.
- Operate standard office equipment such as personal computers, copiers, scanners, fax machines, calculators, and multi-line phone systems.
- Utilize standard business software, including word processing, spreadsheet, database, Internet, and email programs.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during work, including customers, co-workers, other county employees, and the general public.

**ROUTT COUNTY****CLASSIFICATION: PUBLIC SAFETY RECORDS ASSISTANT****Physical and Mental Standards**

*The physical and mental standards described here are representative of those that must typically be met by employees to perform the essential functions of this class successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequently sit at a desk for an extended period of time.
- Frequently walk and stand.
- Frequently use finger dexterity and operate a keyboard.
- Frequently lift 10 pounds and occasionally lift 25 pounds.
- Regularly use vision to read documents, view computer screens, and see close and distant objects.
- Frequently talk and hear conversations, in person, and over the telephone.

**TYPICAL WORKING CONDITIONS:**

- The employee typically works in an office environment where the noise level is moderate.
- Job duties require the processing of graphic information describing grief and violence.
- Job duties may occasionally require working extended hours or hours outside of the regular schedule.