

Job Description: SECRETARY II (RECORDS)
(SHERIFF DEPARTMENT)

CLASS NO. 1812

EEOC CATEGORY: Office and Clerical

PAY GROUP: 13

FLSA: Nonexempt

SUMMARY OF POSITION

Serve as general custodian of Sheriff's department records and Police Coordinator for Crime Stoppers Program. Duties include maintaining and organizing filing system for records, completing data entry of county-wide offense and incident reporting, preparing reports, and typing statements.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Administrative Assistant (Sheriff)
2. Directs: This is a non-supervisory position.
3. Other: Has contact with Sheriff's department employees; other county personnel; insurance agencies; local, state, and/or federal agencies; persons involved with the Crime Stoppers Program; and the general public.

EXAMPLES OF WORK

Essential Duties*

Serves as custodian of Sheriff's department records;

Maintains and organizes filing system for Sheriff's department records;

Completes data entry of county-wide offense and incident reports;

Types affidavits, voluntary statements, and witness statements for case files;

Files cases for county and district courts;

Prepares case files and distributes to deputies, investigators for the grand jury, and other appropriate county personnel;

Prepares monthly Uniform Crime Reports;

Submits offense reports to insurance agencies as requested;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 1812 (Continued)

Serves as Police Coordinator for the Crime Stoppers Program, including attending meetings on evenings and weekends as necessary;

Monitors phone calls on Crime Stoppers phone, collects information from callers, forwards caller numbers and information to investigators, presents reward consideration to Crime Board, and arranges appointments for officers to pay Crime Stoppers callers;

Distributes files to probation officers, parole officers, and FBI officers as requested; and

Takes phone messages for investigators.

Other Important Duties*

Serves on Grievance Committee for jail; and

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: police records operations; and general office machinery and procedures.

Skill/Ability to: operate a computer using standard word processing, and spreadsheet software; type or enter information quickly and accurately; operate standard office equipment, including typewriter, copier, fax machine, calculator, telephone system, etc.; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with other departmental employees, Crime Stoppers personnel, and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least two years of secretarial or clerical experience, including experience managing records;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.