

## **RECORDS CLERK**

Effective: 1/1/86  
Revised: 6/05

Class Code: 100  
Range: 520

### **DEFINITION:**

Under supervision to perform complex clerical duties which require considerable typing, filing, and computer skills. Requires personal relation skills in dealing with the public on the phone and in person. Non-sworn position within the Sheriff's Department assigned to the Criminal, Corrections, or Civil Division.

### **ESSENTIAL JOB FUNCTIONS - ALL DIVISION ASSIGNMENTS:**

Communicates effectively and coherently with inmates, the public, and the media by giving information and directions and advising of appropriate processes. Answers telephones, routes calls to appropriate personnel, takes messages.

Types and/or hand writes and completes standard forms and reports accurately. Converts written materials into computer coding, proper formats and enters data into a specialized computer system. Performs simple mathematical calculations. Conducts file and record searches of computer and paper files. Alphabetizes, indexes and/or files documents in prescribed order. Maintains a standardized file system.

Comprehends handwritten and typed materials, computer screens, legal and non-legal documents, i.e. - teletypes, warrants, civil processes, court orders.

Performs routine tasks and follows written and verbal instructions. Trains new personnel in office policy and procedures.

Works rotating shifts and adjusts work schedules which include holidays and weekends; works overtime when required.

### **ESSENTIAL JOB FUNCTIONS - CORRECTIONS RECORDS ASSIGNMENT ONLY:**

Obtains information from individuals, recognizes physical characteristics, distinguishes colors and converts into computer coding and proper formats and/or initiates and completes appropriate forms and reports.

Processes and releases inmates to include taking photos, inventorying personal property and obtaining personal information.

### **ESSENTIAL JOB FUNCTIONS - CRIMINAL RECORDS ASSIGNMENT ONLY:**

Accurately transcribes cassette tapes into report format using a personal computer. May include such topics as violent or unnatural acts (homicide/sexual abuse).

### **ESSENTIAL JOB FUNCTIONS - CIVIL RECORDS ASSIGNMENT ONLY:**

Fingerprints individuals as prescribed by policy.

**ESSENTIAL JOB FUNCTIONS - CORRECTIONS RECORDS CLASSIFICATION ASSIGNMENT ONLY:**

Reviews the defendant's criminal history and the Probable Cause affidavits and applies it to the classification program to ensure that inmates are appropriately and timely classified. Conducts needs assessments and risk evaluations on inmates.

Obtains information from persons arrested and charged with a crime to be used in the pretrial release decision, eligibility for court appointed attorney and the risk assessment tool .

**POSITION REQUIREMENTS - ALL DIVISION ASSIGNMENTS:**

Any combination of education and experience equivalent to a high school diploma, including or supplemented by courses in clerical/business procedures plus three years clerical experience.

Position requires considerable knowledge of standard practices and procedures; ability to perform computer data entry at a minimum level of 7000 keystrokes per hour with a 97% accuracy rate; ability to perform simple mathematical calculations; possess knowledge of conventions of standard written English; ability to walk short distances (25 yards or less) repeatedly; ability to twist, bend, squat, or stoop to access file cabinets; ability to reach up to 5 feet to grasp files and manuals; ability to hear and understand conversations and telephone conversations with a high degree of background noise present; ability to evaluate, react, and respond to situations that arise requiring independent thought; ability to prioritize work; ability to perform multiple tasks while dealing with frequent interruptions; ability to learn routine tasks, understand concepts, rules and procedures; ability to follow written and verbal instructions; possess organizational skills; possess sufficient dexterity to manipulate keyboards, operate buttons, collect and inventory small items, open drawers and cabinets, file documents in file cabinets, research manuals, grasp papers; ability to establish and maintain effective working relationships.

**POSITION REQUIREMENTS - CORRECTIONS RECORDS ASSIGNMENT ONLY:**

Ability to accurately type 35 WPM on an electric/electronic typewriter and/or computer; ability to stand for periods of up to 8 hours per day; ability to work in confined/locked office areas; exposure to body odors, aerosol restraint spray, and other offensive odors; ability to endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment; ability to deal with violent and/or intoxicated individuals, crime victims, and emotionally distraught individuals.

**POSITIONS REQUIREMENTS - CRIMINAL RECORDS ASSIGNMENT ONLY**

Ability to accurately type 50 WPM on an electric/electronic typewriter and/or computer; ability to sit for periods of up to 8 hours per day; ability to endure verbal and mental abuse when confronted with the hostile views and opinions of people encountered in an antagonistic environment; ability to deal with crime victims and emotionally distraught individuals.

**POSITION REQUIREMENTS - CIVIL RECORDS ASSIGNMENT ONLY:**

Ability to accurately type 35 WPM on an electric/electronic typewriter and/or computer; ability to sit for periods of up to 8 hours per day; ability to endure verbal and mental abuse when confronted with the hostile views and opinions of people encountered in an antagonistic environment.

**TYPICAL EMPLOYEE CHARACTERISTICS:**

Adaptable  
Be a good listener  
Calm  
Compassionate  
Control emotions  
Cooperative  
Decisive  
Diplomatic  
Patient  
Perform well under stress  
Polite  
Possess a high degree of common sense, self-initiative, honesty and integrity  
Work harmoniously with fellow employees

**EQUIPMENT UTILIZED (BUT NOT LIMITED TO):**

**ALL DIVISION ASSIGNMENTS:**

Computer Terminal/Printer  
Fax Machine  
Hole Punch  
Paper Cutters  
Pen/Pencil  
Photocopier  
Scissors  
Stapler  
Telephone

**EQUIPMENT - CORRECTIONS RECORDS ASSIGNMENT ONLY:**

Calculator  
Camera  
Cash Register  
Intercom

**EQUIPMENT - CRIMINAL RECORDS ASSIGNMENT ONLY:**

Personal Computer/Printer  
Transcription Machine

**EQUIPMENT - CIVIL RECORDS ASSIGNMENT ONLY:**

Base Station Radio  
Camera  
Cash Register  
Fingerprint Machine  
Laminator