

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: SHERIFF SERVICES TECHNICIAN
DEPARTMENT: SHERIFF/CORONER
REPORTS TO: LIEUTENANT

CLASS CODE: 74036
FLSA STATUS: N
DATE: 01/06

JOB SUMMARY:

Performs technical functions in support of office/department staff which include: developing various reports by researching and gathering information, statistics, etc.; attending meetings and taking minutes; setting up files and maintaining same; composing and sending letters; handling duties of a confidential and/or sensitive nature; distributing, completing and processing forms, applications, etc.; and providing office support to professional level staff members, including maintaining custody of all property and evidence.

DISTINGUISHING CHARACTERISTICS:

The incumbents of this job class perform office support functions at the Sheriff's Sub Stations, the Coroner's Unit, and the Jail, including maintaining property and evidence related to law enforcement issues. This class is distinguished from the Staff Assistant job class series by the specialized duties the incumbents perform.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Oversees and maintains the security of all property, evidence and inmate property, including: receiving property and evidence; maintaining information/files related to case number, type, quantity, condition and other characteristics of items; storing and securing evidence following legally established procedures; identifying, labeling and processing found, recovered and evidence items; overseeing disposition of evidence and/or found or recovered items; transporting evidence to court; cataloguing and tracking evidence returned from various sources; and testifying in court; counting and receipting cash; collecting storing and retrieving inmates personal items.

Formats and types letters, memos, charts, labels, reports, or other correspondence on a word processor or typewriter.

Types contracts, legal documents, or other documents containing complex terminology.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.

Answers telephones utilizing a multi-line system, takes messages, screens calls, provides information to callers, receives citizen complaints, and directs calls and messages to appropriate person; takes incident reports and receives complaints.

Interviews, screens, and greets visitors and inmates; directs them to the appropriate area or individual; may answer various inquiries personally; provides information on departmental services and functions.

Interacts with a variety of high-level individuals, both internally and within the community to provide information and assist in resolving administrative issues.

Reports administrative and/or operational problems to supervisor.

Coordinates and schedules appointments, meetings, or reservations at the request of staff.

Answers and dispatches radio calls and pages.

Relieves officials of routine administrative details such as checking operating reports for accuracy and conformance to policies and standards; monitoring and communicating departmental policies and procedures, and updating publications for final approval.

Takes policy, service and information requests relating to department activities and refers to proper divisions for processing and providing information; updates and maintains service and information requests through complex record keeping; performs reference and statistical work on computers, maintains and files confidential and other specialized reports.

Performs specialized research and statistical work on assigned subjects for staff and management; provides information to other staff regarding processes and procedures.

Prepares and mails material to the central evidence unit.

Opens, stamps, sorts, and distributes incoming mail.

Assists in training staff in various functions/programs.

Enters and retrieves a variety of complex information from a computer terminal.

Prepares purchase orders and processes vouchers for payment.

Creates and maintains complex and/or confidential files; compiles and completes data for administrative and public reports and bulletins, answers questions on material assembled; performs clerical and fiscal operations unique to department.

Copies tapes, photographs, and other items for discovery purposes in both criminal and civil matters.

Photocopies reports, charts, memos, and other various documents for staff.

Orders office supplies to maintain sufficient inventory for office use.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.

Uses spreadsheet software to enter and analyze study information; prints reports and distributes for billing purposes.

May deal with sensitive and confidential information, personnel matters, etc., at the direction of senior level staff and/or the department director.

Prepares court orders for release or destruction of property; releases property to owner.

Issues permits to customers by assessing and researching needs and reviewing applications for accuracy.

Maintains licensing files; processes related applications and fingerprints applicants, using both hard card and livescan.

Sets up files/cases for clients, issues numbers, files information, distributes and/or transfers to staff members and maintains same.

Designs forms for use with current technology to provide routine and non-routine reports.

Takes in, accounts for and issues receipts for money; balances receipts.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
General Office Equipment

Communications Equipment
Paging System

Typewriter

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and,

Two to three years of experience performing office duties such as typing, filing, developing reports, transcribing information and answering telephones preferably in a law enforcement work environment; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

Applicable state, federal and local laws, rules, and regulations.

Procedures regarding the handling, release and/or destruction of evidence and related record keeping.

Radio procedures.

All computer applications and hardware related to performance of the essential functions of the job.

Time and project management.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

Skill in:

Typing from rough draft or printed text using a word processor or typewriter at a rate of 60 words per minute.

Analyzing and resolving office administrative situations and problems.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and two-way radio base stations.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to learn, understand, and interpret laws, rules, regulations, and policies.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; ascend and descend ladders; bend body downward and forward by bending legs and spine; use sound and odor perception and discrimination; and occasionally lift and/or move up to 20 pounds and regularly lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment and evidence/property storage area with little exposure to outdoor temperatures or dirt and dust. Incumbents may be exposed to chemicals and diseases when processing evidence.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations. Incumbents in jail positions may be exposed to noisy conditions and vulgar language.

Work performed in some locations, such as the jail, may require working swing or graveyard shifts.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.