



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Sheriff Records Supervisor	FLSA:	Exempt
DEPARTMENT:	Sheriff	REVISED:	

Summary: Under limited supervision, leads, organizes, plans and coordinates the staff and activities of the Sheriffs Department Records Section.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises, trains and coaches assigned staff; prioritizes and assigns tasks and projects; develops staff skills, manages productivity, and conducts performance evaluations; reviews, critiques and corrects work of staff, and provides direction and guidance in techniques and procedures.
- Develops standards of production, quality and workflow for the records section.
- Updates automated law enforcement records tracking systems; reviews, investigates, and corrects errors and inconsistencies in data entries; recommends enhancements to the design of software for entering, tracking and reporting data.
- Assures the accuracy of statistical databases; assures maintenance, availability and confidentiality of criminal justice records.
- Resolves problems and creates solutions.
- Compiles and analyzes a variety of plans, reports and user statistics.
- Receives and approves records requests, and sends information to law enforcement officers, courts, and other agencies and jurisdictions; reviews and verifies reports and legal documents, and processes according to policy and procedures.
- Monitors and reviews trends and issues in law enforcement and criminal records management, and recommends operational, procedural and policy improvements.
- Provides assistance to County staff, other criminal justice agencies, clients and general public in obtaining information; researches and compiles information as required.
- Maintains the integrity, professionalism, philosophies, values and intentions of the Sheriff's Department by assuring that all rules and regulations are followed.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of organization, functions, procedures, and policies of the Sheriff's Department.
- Knowledge of applicable statutes, rules, ordinances, codes and regulations.
- Knowledge of the principles of record keeping, case files and criminal records management.
- Knowledge of legal and law enforcement terminology, and court processes and procedures.
- Knowledge of laws and regulations governing the release of information from law enforcement agency records.

- Skill in reading, understanding, and applying relevant county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, and other governing regulations.
- Skill in reviewing and maintaining complex and extensive records.
- Skill in leadership, supervising staff, and delegating tasks and authority.
- Skill in researching and compiling technical information, and maintaining official records.
- Skill in reviewing documents and extracting relevant information.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

High school diploma or GED equivalent, AND four (4) year's law enforcement records experience; OR equivalent combination of education, training and experience. Must pass a thorough background investigation, and NCIC certification within six months of hire.