



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	Sheriff Records Specialist	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Sheriff	<b>REVISED:</b>	

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**Summary:** Under general supervision, performs a variety of administrative duties in the processing of legal and law enforcement documents and reports in the Sheriffs Department.

**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.)*

- Reviews reports and legal documents, and processes according to policy and procedures.
- Performs research functions to check documents for accuracy of information; codes computerized reports according to procedures; processes, files and distributes related paperwork.
- Creates, updates and maintains criminal records files; researches files and computer databases.
- Receives records requests, and sends information to law enforcement officers, courts, and other agencies and jurisdictions.
- Greets and assists visitors, and answers incoming phone calls; assists customers with rules & regulations, government forms and other documents; provides information and assistance within designated scope of authority.
- Explains nature of Sheriffs Department programs, procedures and services to clients; collects appropriate fees for records services.
- Takes fingerprints for permit applicants and identification programs; takes information from permit applicants.
- Collects statistical data and compiles data for reports; assures the accuracy of databases.
- Provides a wide range of clerical support and administrative duties, including supplies inventory.
- Answers incoming telephone calls and directs the caller to the correct person or work group, or takes and relays messages as appropriate.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of County policies and procedures.
- Knowledge of basic functions, procedures, and policies of the Sheriff's Department.
- Knowledge of basic laws and regulations governing the release of information from law enforcement agency records.
- Knowledge of the principles of record keeping and records management.
  
- Skill in public relations and customer service.
- 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 two (2) year's clerical and computer experience; OR equivalent combination of education, training and experience. Must pass a thorough background investigation, and NCIC certification within six months of hire.