

Bargaining Unit: MCPEA  
Salary Grade: 61  
Date Modified: January 25, 2018

## **SHERIFF'S RECORDS / PROPERTY MANAGER**

### **DEFINITION:**

**Records Function:** Under general supervision, to perform a variety of office assistance and law enforcement support duties; to maintain the Sheriff or Corrections Department records and reports; to enter crime reports into a computerized system; to maintain crime index and case files; to respond to information requests from the public; to process warrants; to monitor and check-in visitors at the County Correctional Facility; to perform general office support assignments; and to do related work as required.

**Property Function:** Exercise initiative and substantial judgment in performing the full range of evidence property storage and recordkeeping activities. Work is performed with little or no supervision, and work direction is received from the Sergeant of Investigations. This class is distinguished from the general clerical series by the increased level of responsibility for handling and disposing of substantial amounts of money, illicit materials, and personal property items.

**DISTINGUISHING CHARACTERISTICS:** This is a single-position class responsible for the day-to-day records and property functions in the Sheriff / Corrections Office. This position is located in the reception area of the County Jail and may deal with angry, upset or hostile individuals.

**REPORTS TO:** Sheriff and/or Jail Lieutenant

**CLASSIFICATIONS SUPERVISED:** None

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(Essential functions, as defined under the American with Disabilities Act (ADA), may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and not a comprehensive listing of all functions and tasks performed by positions in this class.)* Duties may include but are not limited to the following:

**Records Function:** Receives and processes crime and incident reports, arrests, complaints, warrants, and enters information into a computer system, ensuring accuracy; maintains and updates detective case files; may prepare insurance company reports as requested by the public; collects monies for reports issued and maintains receipt records; transcribes information and prepares reports for sworn officers, as needed; maintains and updates crime index logs; fulfills background information requests and maintains files for other law enforcement and public agencies; operates the CLETS system to enter and access information; complies mandated State and federal statistics on a monthly basis; receives a variety of public information requests, providing information and/or routing requests to other appropriate Department staff; distributes reports to other law enforcement agencies; reviews data requests and retrieves information from various data bases; contacts other appropriate law enforcement agencies pertaining to warrants, disposition of charges, and extradition of prisoners; checks-in legal, professional and family visitors at the County Corrections Facility, as well as individuals turning themselves in for jail time, escorting visitors to appropriate locations within the Facility; maintains records and provides receipts for money received for inmate's accounts; may index, select, cross-reference, and arrange records, documents, and correspondence in a variety of files and computerized information systems; verifies the proper recording of documents; use considerable discretion in determining priority of responses to requests and transferring data to other agencies.

**Property Function:** Receives property and other items of evidence from deputies, investigators, and other staff; supervises the custody and safekeeping of various types of property which have been recovered, found or are being held as evidence in connection with the prosecution of crimes; receives, enters into the records, and stores property; maintains and supervises the maintenance of files and records on storage, movement and disposition of properties in custody; releases property to be used as evidence to legally authorized persons; returns property to rightful owners; may testify in court to verify chain of custody records on property held as evidence; destroys or makes arrangements for the

destruction of nuisance weapons and illicit materials such as narcotics; makes arrangements for the storage and destruction of hazardous materials, and may handle bio-medical items and materials; makes arrangements for sale of unclaimed property; contacts or responds to questions of law enforcement personnel, attorneys, representatives of various agencies and the public concerning the release, location and disposition of property; may provide clerical support services within the department as needed.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX equipment.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office or Jail environment; may deal with unusually hostile people; continuous contact with other staff and the public.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

Correct English grammar, usage and spelling.

Modern office methods and procedures.

Proper telephone techniques and procedures.

Operating policies, procedures, and functions of the Mono County Sheriff and/or Correctional Facility.

Laws, codes, and regulations related to law enforcement records and reports and the confidentiality of information.

Law enforcement terminology.

#### Ability to:

Operate computerized systems and teletype equipment.

Use sound judgment in handling sensitive and confidential material.

Understand and follow oral and written directions.

Prepare and maintain accurate records.

Read, analyze, and interpret laws, codes, rules, and regulations impacting records processing and release of information.

Evaluate situations and respond appropriately.

Use a computer keyboard to enter and extract a variety of data and information.

Perform a variety of office support work.

Deal tactfully and courteously with the public and other staff.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

#### Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of office and law enforcement support work experience in a comparable position.

Training in the operation and use of the CLETS terminal is required for positions in the Sheriff's Department.

A four (4) year degree in communications, social or behavioral science, criminology, public administration, or administration of justice is highly desirable but not required.

#### Special Requirement:

Possession of a driver's license valid in California.

A background investigation is required for this position.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the*

*work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*