



MARCH 2019
FLSA: NON-EXEMPT
Bargaining Unit: GE
JCN: 2718

County of El Dorado
JCN #2718

April 2006
October 2007

SENIOR SR. SHERIFF'S TECHNICIAN

DEFINITION

Under ~~general supervision, assigns, directs~~ direction, leads, trains, and ~~reviews the work of a support staff in records, bookings or civil;~~ performs a variety of responsible and the more complex and difficult specialized clerical and technical ~~tasks~~ duties to support law enforcement duties including, but not limited to, inmate booking and processing, legal document processing (crime records, report processing, warrants, civil process, etc.); monitors jail entrance and exit; provides lead direction and training; provides advanced administrative support to various areas within the Sheriff Office; and performs related ~~to records, bookings or civil~~ duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced/lead-level classification in the Sheriff's Department; deals with a variety of individuals; disseminates information from the files as mandated by law; maintains relevant financial and other records on activities, receipts and disbursements Technician class series. Incumbents work under direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex technical specialized law enforcement and administrative duties. Incumbents' primary duty is to provide lead direction to clerical and technical staff.

DISTINGUISHING CHARACTERISTICS

This is the working lead level in this series, with responsibility for providing direction to sheriff's technicians or other staff performing similar work. Performs difficult, technical, complex or specialized sheriff's support duties in records, bookings or civil. This is not considered a supervisory class in that the selection, evaluation and discipline of employees is not assigned to this level. This class is distinguished from Sheriff's Records Supervisor in that the latter is the first full supervisory level.

EXAMPLES OF DUTIES TYPICAL JOB FUNCTIONS (Illustrative Only)

- Provides lead direction, training, and work review to a sheriff's technician or other staff; organizes and assigns; provides input into employee selection, evaluation, discipline, and work procedures.

- ~~➤ Sets work, sets priorities and follows up to ensure completion of assigned work, coordinates and schedules assignments, and establishes goals and objectives.~~
- Performs a variety of complex and specialized legal and administrative clerical and technical duties consistent with the assigned area.
- ~~➤~~ Receives, reviews, and processes various civil papers, such as summons, subpoenas, notices, court orders, citations, warrants, and civil writs of attachment, execution, restitution, possession, orders, and claim and deliver/delivery; examines legal documents for form, sufficiency of information, and conformance with legal requirements.
- ~~➤~~ Levies attachment and executions on such properties as automobiles, boats, and any other property; prepares wage and bank garnishments; computes fees and interests.
- ~~Provides input into selection decisions, performance evaluations and disciplinary matters.~~
- ~~Performs a variety of difficult, complex, technical and/or specialized sheriff's office support work, which requires the exercise of independent judgment and the application of technical skills.~~
- ~~Prepares, types, and has responsibility for signing warrants for payment of fines and bails, and for fees collected.~~
- Compiles data from multiple sources to complete and process forms, documents, and reports in accordance with established procedures; researches problems and refers them to the appropriate person, agency, department, or unit.
- Assists the public in filing and/or obtaining information regarding crime reports, concealed weapon permits, the ride along program, etc.
- Responds to inquiries regarding inmates, facilities, operations, and Sheriff's Office policies and procedures; writes incident reports and inputs information into automated law enforcement data systems.
- Interprets, explains, and applies provisions of various law enforcement policies and regulations.
- Provides training to sworn and non-sworn staff consistent with the areas of assignment.
- Assists in maintaining security within assigned facility; coordinates visits; monitors movement of staff, deputies, inmates, visitors, and vehicles using cameras, security intercom systems, and closed circuit television; operates electronically controlled security gates, doors, and elevators; dispatches deputies, fire, and/or medical staff in emergencies.
- ~~➤~~ Confers with attorneys, plaintiffs, defendants, applicants, staff, and others regarding procedures and documents required for inmates' in-custody court appearances; receives District Attorney paperwork and follows up with staff to advise of court appearance, cancellation, motions, etc.
- ~~Maintains, processes and audits arrest reports, warrants, criminal histories, work program or alternative sentencing records, and other records; confirms arrest warrants as required.~~
- ~~Using a typewriter or word processor, types arrest or incident reports, correspondence, general reports, forms and specialized documents from notes, dictated tapes, or brief instructions.~~
- ~~Keeps current regarding laws, codes, regulations and legal procedures as they pertain to assigned specialty area.~~

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- ~~Maintains accurate and complete records for receipts and disbursements of moneys and other funds deposited to the Sheriff's trust account by posting, checking, balancing, and adjusting accounts and keeping subsidiary ledgers.~~
- Checks various statistical and accounting tables and reports; accumulates records and ~~compiles~~complies statements;
- ~~Assists in preparing accounting or statistical reports.~~
- ~~Compiles and/or Enters, updates, assembles, codes, records, and summarizes data and maintains~~ a variety of statistical reports; ~~makes computations using simple arithmetical formulas and may correspond with officers if corrections are needed.~~
- ~~May book inmates into the County jail; collect and record fees; process cash bail and bail bond documents.~~
- ~~Retrieves criminal history files, affixes seals or expunges material from files in keeping with court orders and state and federal statutes.~~
- ~~May act as the supervisor in his/her absence.~~
- ~~Responds to court orders to seal records/reports within time constraints.~~
- ~~May respond to criminal and civil subpoenas in the absence of the supervisor.~~
- ~~Reconciles cash register on daily, weekly basis assuring accuracy and balancing. Corresponds and confers with the fiscal staff regarding any concerns or discrepancies.~~
- ~~Understands, explains and applies complex judicial and law enforcement terminology codes and procedures in relation to record keeping of case files~~data; classifies crime reports and enters into an appropriate computerized system.
- ~~Explains laws and procedures to employers, financial institutions, and others pertaining to the collection of money under court orders; explains laws to employees regarding remedies for money attached under court orders.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- ~~Performs related work as assigned.~~
- Completes processing of inmates into County jail or detention facilities; reviews booking charges in the automated law enforcement tracking systems; reviews status of warrants; updates criminal records; reviews legal documents for completeness.
- Monitors court schedules and arranges transportation for inmates' court appearances; schedules inmates' transfers to state and federal prisons.
- Completes arrest registers; determines appropriate bail from schedule and court documents; receives and receipts monies for bail and prepares release documentation; and prepares, types, and has responsibility for signing warrants for payment of fines and bails and for fees collected; and calculates time computations to determine inmates' sentences and proper release dates.
- Performs general clerical duties such as copying, faxing, scanning, and typing memos, forms, and related office documents; assists the public both in person and by phone; answers phone calls from law enforcement, court personnel, and the public.
- Checks identification and follows procedures for admitting visitors to detention facilities; operates central control panel to allow staff and other authorized individuals access to secure areas of detention facility.
- Receives, receipts, and records payment of fines, fees, and deposits to inmate's cash accounts; reviews, posts, adjusts, and balances daily registers and journals; issues checks following established procedures.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ~~Laws, policies~~Principles of providing functional direction and ~~procedures related to training.~~
- ~~Advanced methods and practices of bookkeeping and financial and statistical recordkeeping.~~
- ~~Advanced filing, indexing, and recording in a judicial or legal agency.~~
- ~~Legal terminology for law enforcement-office support activities in the-~~ judicial work, and the various clerical procedures required under specific regulations.
- ⇒ ~~Applicable federal, state, and local laws, regulatory codes, statues, ordinances, and procedures relevant to assigned area of bookings, records and civilresponsibility.~~
- ⇒ ~~Organization, procedures, operating details and legal-Legal provisions ofgoverning the Sheriff's departmentcontrol and disbursement of funds.~~
- ⇒ ~~Interviewing techniques for obtaining information.~~
- ~~Legal terminology related to assigned area-~~
- ~~General methods~~Organization, procedures, operating details, and ~~practices~~legal provisions of ~~bookkeeping~~the Sheriff's Office.
- ⇒ ~~Principles and financial~~techniques for working with groups and ~~statistical record keeping.~~ fostering effective team interaction to ensure teamwork is conducted smoothly.
- ~~Computer software~~Techniques for providing a high level of service by effectively dealing with the public, vendors, contractors, and County staff.
- ~~The structure and content of the English language, including word processing, spreadsheet, and database~~the meaning and spelling of words, rules of composition, and grammar.
- ~~Modern equipment and communication tools used for business functions and program, project, and task coordination.~~
- ⇒ ~~Computers and software programs— (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.~~

Filing, indexing

Ability to:

- ~~Plan, organize, and recording~~coordinate the work of ~~judicial or legal documents.~~
- ⇒ ~~Proper English usage, including spelling, grammar~~technical and ~~punctuation~~administrative support staff.
- ~~Laws, codes, regulations,~~Provide staff leadership and ~~legal~~work direction.
- ⇒ ~~Train staff in work~~ procedures ~~as they pertain to collection of delinquent accounts.~~
- ~~Basic supervisory principles and practices.~~

Skills in:

- ~~Examining~~Coordinate multiple projects and meet critical deadlines.
- ~~Provide complex specialized law enforcement and administrative clerical and technical duties in assigned area.~~
- ⇒ ~~Examine~~ documents for completeness, ~~accuracy~~sufficiency, and conformity.
- ~~Performing a variety of complex technical and legal processing tasks in assigned area.~~
- ~~Coordinating activities with a variety of personnel and agencies.~~
- ~~Understanding, interpreting, applying and explaining~~Maintain detailed and accurate records ~~and files.~~

- Gather data and prepare reports, files, and documents.
- Understand, interpret, apply, read and explain relevant legal codes, laws, rules, regulations and procedures.
- ~~Organizing and maintaining detailed and accurate records and procedures.~~
- ~~Providing technical assistance related to specialty area.~~
- ~~Gathering data and preparing reports, files, and documents.~~
- ~~Reading, understanding, and interpreting complex legal codes related to document processing.~~
- Keep current on with changes in laws and procedures that relate to assigned area affecting job duties.

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- Interact in a calm, courteous, and professionally professional manner when dealing with the public and when responding to a variety of public inquiries.
- Deal tactfully and effectively with a variety of individuals, some of whom may be hostile or irate and/or from varying ethnic and socioeconomic backgrounds.
- Effectively represent the Sheriff's Office and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer terminal for word processing and other relevant systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.
- ~~Exercising sound independent judgment within procedural guidelines.~~
- ~~Planning, assigning, directing and reviewing the work of others.~~

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school;

AND

Two (2) years of experience in performing complex clerical or technical tasks related to records, booking or civil duties in a law enforcement environment that was at a level equivalent to the County's class of Sheriff's Technician II.

Licenses and Certifications:

- Possession of a valid Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information. Employees must possess the ability to lift, carry, push and pull materials and objects up to 30 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees may work in an office environment or correctional facility with moderate noise levels, monitored entry and exit, controlled temperature conditions, and direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work on irregular hours/shifts, weekends, and holidays, and work in detention/correctional facility (jail) in proximity of inmates, or a division that may have contact with inmates. Must be able to pass a thorough background investigation.