

SENIOR SHERIFF'S TECHNICIAN

DEFINITION

Under general supervision, assigns, directs and reviews the work of a support staff in records, bookings or civil; performs a variety of responsible and complex clerical and technical tasks related to records, bookings or civil 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 and performs related work as assigned.

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.

EXAMPLE OF DUTIES (Illustrative Only)

- Provides lead direction, training and work review to a sheriff's technician or other staff; organizes and assigns work, sets priorities and follows up to ensure completion of assigned work.
- Receives, reviews, and processes various civil papers, such as summons, subpoenas, notices, orders, citations, warrants, and civil writs of attachment, execution, restitution, possession, claim and deliver; 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.
- Confers with attorneys, plaintiffs, defendants, applicants, staff, and others regarding procedures and documents required.
- 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.
- 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 statements;

- assists in preparing accounting or statistical reports.
- Compiles and/or 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.
- 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.

QUALIFICATIONS

Knowledge of:

- Laws, policies and procedures related to law enforcement office support activities in the area of bookings, records and civil.
- Organization, procedures, operating details and legal provisions of the Sheriff's department.
- Interviewing techniques for obtaining information.
- Legal terminology related to assigned area.
- General methods and practices of bookkeeping and financial and statistical record keeping.
- Computer software, including word processing, spreadsheet, and database programs.
- Filing, indexing, and recording of judicial or legal documents.
- Proper English usage, including spelling, grammar and punctuation.
- Laws, codes, regulations, and legal procedures as they pertain to collection of delinquent accounts.
- Basic supervisory principles and practices.

Skills in:

- Examining documents for completeness, accuracy 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 relevant 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.
- Keeping current on changes in laws and procedures that relate to assigned area.

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- Interacting effectively and courteously with the public and responding to a variety of public inquiries.
- Operating a personal computer terminal for word processing and other relevant applications.
- Establishing and maintaining effective 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

One year of experience in performing complex technical tasks related to records, booking or civil in a law enforcement environment that was at a level equivalent to the County's class of Sheriff's Technician II.