



JULY 2020
FLSA: Exempt
Bargaining Unit: MA
JCN: 2707

JCN# 2707

County of El Dorado
April 1992

Revised: April 1999

SHERIFF'S RECORDS/PROPERTY MANAGER

DEFINITION

Under general direction, plans, organizes, coordinates, supervises~~evaluates, manages,~~ and provides for~~the training~~oversees all operations of Sheriff's records/warrants personnel~~;~~the Sheriff's Records and Property Units, recommends and implements policies and procedures for the records/warrants function~~functions~~ and related activities; and performs related work~~duties~~ as assigned.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned Sheriff's Captain. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

~~This class has responsibility for the Sheriff's records/warrants function. The incumbent provides supervision; training and evaluation of employees performing records/warrants work in a multiple shift environment. This class is distinguished from the Sheriff's Records Supervisor in that this class is responsible for resolution of day-to-day work issues and handling complex or difficult assignments, which includes communication and coordination with command staff of various law enforcement agencies regarding records/warrants activity and service levels.~~

This is a management classification responsible for all facets of the Records and Property Units. Responsibilities include developing and implementing policies and procedures for assigned units, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF ~~DUTIES~~ TYPICAL JOB FUNCTIONS (Illustrative Only)

- Develops and implements goals, objectives, policies, ~~stands~~ and procedures for the Sheriff's records/warrants function~~Records and Property Units.~~
- Plans, schedules, assign~~Directs, reviews,~~ and coordinate~~evaluates~~ the work of property and records/warrants staffs. personnel in the performance of professional and analytical duties within each unit.
- Participates in the hiring process and recommends the selection of assigned staff, ~~recommending selection to the Sheriff~~ for final approval.
- Trains staff in County, law enforcement and records/warrants state and federal laws regarding Records, Property, and Evidence policies and procedures.
- ~~Evaluates~~ Reviews employee performance, ~~counsel's~~ counsels employees, and ~~effectively~~ recommends initial disciplinary action.

- ~~Establishes and maintains record keeping systems; oversees and administers Automated Crime Information System (ACIS), California Law Enforcement Telecommunication System (CLETS), Megan Law Sex Registrant System, Live Scan Automated fingerprint system, and other records related systems. personnel decisions to the Sheriff.~~
- ~~Identifiers~~ Confers with the division Captain and/or other management staff regarding the operations of the sections.
- ~~Identifies~~ and recommends changes and enhancements to various records and property systems and work; works with vendors and systems personnel to implement changes.
- ~~Interprets and applies legal regulations and administrative policies related to record keeping~~ recordkeeping practices, including electronic records, public records, and confidentiality.
- ~~Interprets and applies legal regulations and administrative policies related to the maintenance, preparation, and cataloging of evidence and property inventory and records.~~
- ~~Coordinates department's subpoena intake and control process; responds as the Custodian of Records to subpoena Duces Tecums, making court appearances as necessary.~~
- ~~Makes independent decisions and authorizes actions in accordance with established procedures regarding the function~~ conveys records and warrant information, policy and procedures to employees, the public and other agencies; represents the department in meetings with other agencies Records, Property, and Evidence functions.
- ~~Conveys information, policies, and procedures to employees, the public, and other agencies as requested; follows up on and resolves complaints from other agencies, the public, and employees.~~
- ~~Represents the Sheriff's Office and the County at various meetings and professional conferences.~~
- ~~Assists with preparing, reviewing, and monitoring the section budget~~ unit budgets; provides recommendations on necessary changes and approaches concerning budgetary matters and management policies.
- ~~Answers inquiries, provides information and resolves complaints from other agencies, the public and employees.~~
- ~~Directs preparation and review of correspondence, records, and reports; prepares a variety of records, reports, and other written correspondence related to records/warrants~~ Records, Property, and Evidence functions.
- ~~Requests and ensures availability of materials, equipment and supplies.~~
- ~~Analyzes existing and pending legislation related to records/warrants~~ Records, Property, and Evidence processing; evaluates their impact upon unit policies and procedures; recommends and implements needed modification.

Sheriff's Records Manager

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- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of: _____

- Organizational and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the Records, Property, and Evidence fields.
- ⇒ Supervisory principles and practices, including work planning, scheduling, review, evaluation and employee training and discipline including principles of shift coverage and staffing.
- ⇒ Principles, practices, systems, and techniques of law enforcement records Records, Property, and Evidence keeping.
- ⇒ Applicable federal, state, and local laws, regulations, rules, regulatory codes, ordinances, and procedures, and terminology.

- ~~➤ Operation of standard office equipment, including on-line and personal computers, relevant to Records, Property, and Evidence fields.~~
- ~~○ Criminal records and related law enforcement forms, documents, terminology, and procedureprocedures, including automated information system.~~
- ~~➤ Correct English usage, including spelling, grammar and punctuation systems.~~
- ~~➤ Business letter writing and the standard format for typed materialsmaterial.~~
- ~~➤ Basic arithmetic, including percentages and decimals.~~
- ~~○ Basic Principles and practices of budgetary principles.~~

Skill in:

- ~~○ Planning, assigning, supervising, reviewing and evaluating the work of assigned staff; training others in work procedures.~~
- ~~➤ Developingcontrol and implementingadministration.~~
- ~~➤ Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.~~
- ~~➤ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.~~
- ~~➤ The structure and content of the English language, including 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.~~

Ability to:

- ~~➤ Assist in providing administrative and professional leadership and direction for the assigned unit(s) in the Sheriff's Office.~~
- ~~➤ Develop and implement goals, objectives, practices, policies, procedures, stands and other administrative tools, and work standards.~~
- ~~○ Exercising imitative and sound independent judgment within established guidelines.~~
- ~~➤ AnalyzingAnalyze administrative, financial, and operational problems, evaluating alternatives and reaching; evaluate and recommend alternative solutions; reach sound conclusions; and implement effective courses of action.~~
- ~~➤ Coordinating recordsCoordinate Records, Property, and Evidence functions with other departments and agencies.~~
- ~~➤ MaintainingMaintain current knowledge of legislation and other activities that impact records/warrantsRecords, Property, and Evidence functions.~~
- ~~➤ PreparingPrepare or directingdirect the preparation of clear and concise reports, correspondence, and other written materialsmaterial.~~
- ~~➤ Establishing and maintainingEffectively 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 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.

Other Requirements:

~~Must possess a valid driver's license. Must be able to pass a detailed background investigation.~~

Education and Experience:

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

Equivalent ~~education~~ to ~~an Associates'~~ a bachelor's degree from an accredited four-year college or university with major coursework in business, criminal justice, or a closely related field ~~and four~~;

AND

Two (2) years increasingly responsible of experience in ~~a~~ law enforcement/~~criminal~~ records, property, or evidence at a level equivalent to the County's class of Sheriff's Records Supervisor or Sheriff Property Evidence Technician Supervisor.

Licenses and Certifications:

➤ Possession of, or ability to obtain and maintain, a valid Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting of which two years and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be ~~at the lead or supervisory level~~ made for individuals on a case-by-case basis.

~~**NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.**~~
ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also be required to work in a warehouse environment and outdoors, and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical and biological substances and fumes.

WORKING CONDITIONS

May occasionally be required to work evenings, weekends, holidays, and/or during disasters. Must be able to pass a thorough background investigation.