



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

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

### **DEFINITION**

Under general direction, plans, organizes, coordinates, evaluates, manages, and oversees all operations of the Sheriff's Records and Property Units, recommends and implements policies and procedures for the functions and related activities; and performs related duties as assigned.

### **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 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 TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Develops and implements goals, objectives, policies, and procedures for the Sheriff's Records and Property Units.
- Directs, reviews, and evaluates the work of property and records personnel in the performance of professional and analytical duties within each unit.
- Participates in the hiring process and recommends the selection of assigned staff to the Sheriff for final approval.
- Trains staff in state and federal laws regarding Records, Property, and Evidence policies and procedures.
- Reviews employee performance, counsels employees, and recommends disciplinary action and other personnel decisions to the Sheriff.
- 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; works with vendors and personnel to implement changes.
- Interprets and applies legal regulations and administrative policies related to 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 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 unit budgets; provides recommendations on necessary changes and approaches concerning budgetary matters and management policies.
- Directs preparation and review of correspondence, records, and reports; prepares a variety of records, reports, and other written correspondence related to Records, Property, and Evidence functions.
- Analyzes existing and pending legislation related to Records, Property, and Evidence processing; evaluates their impact upon unit policies and procedures; recommends and implements needed modification.
- 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.
- Principles, practices, systems, and techniques of law enforcement Records, Property, and Evidence keeping.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to Records, Property, and Evidence fields.
- Criminal records and related law enforcement forms, documents, terminology, and procedures, including automated information systems.
- Business letter writing and the standard format for typed material.
- Basic arithmetic, including percentages and decimals.
- Principles and practices of budgetary control and administration.
- 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, and work standards.
- Analyze administrative, financial, and operational problems; evaluate and recommend alternative solutions; reach sound conclusions; and implement effective courses of action.
- Coordinate Records, Property, and Evidence functions with other departments and agencies.
- Maintain current knowledge of legislation and other activities that impact Records, Property, and Evidence functions.
- Prepare or direct the preparation of clear and concise reports, correspondence, and other written material.
- 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 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 work.

**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 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

Two (2) years of experience in law enforcement 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 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 made for individuals on a case-by-case basis.

**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.