



MARCH 2019
FLSA: NON-EXEMPT
Bargaining Unit: GE
JCN: 2716/2717

SHERIFF'S TECHNICIAN I/II

DEFINITION

Under immediate or general supervision, performs the full range of specialized clerical and technical duties to support law enforcement 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 administrative support to various areas within the Sheriff's Office such as receptionist, injury and illness, fleet, etc.; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate or general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Sheriff's Technician I: This is the entry-level classification in the Sheriff's Technician class series. Initially under immediate supervision, incumbents learn and perform a variety of routine duties of clerical and technical sheriff administrative and programmatic duties. As experience is gained, assignments become more varied, complex, and difficult; immediate supervision becomes more general and frequent review of work lessens as an incumbent demonstrates skill to perform the work independently. Positions at the I-level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is generally supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Sheriff's Technician II: This is the fully qualified journey-level classification in the Sheriff's Technician class series. Incumbents are fully competent to independently perform a full range of clerical and technical sheriff administrative and programmatic duties. Positions at the II-level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently under less supervision than the I-level, and exercising judgment and initiative. Positions at this level receive only general instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is further distinguished from Sr. Sheriff's Technician in that the latter provides technical and functional direction to lower-level administrative support staff and is responsible for the more complex work and assignments.

Positions in the Sheriff's Technician class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for, and after demonstrating the ability to, perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Performs a variety of specialized legal and administrative clerical and technical duties in areas such as coroner support, sick leave reporting, investigations and patrol personnel support, etc.

- Receives, reviews, and processes various civil papers such as summons, subpoenas, notices, court orders, citations, warrants, and civil writs of attachment, execution, restitution, orders, and claim and delivery; examines legal documents for form, sufficiency of information, and conformance with legal requirements.
- Oversees and tracks preventive maintenance service for vehicle fleet; submits request for service; processes purchase request for service on vehicles; coordinates pickup and delivery of patrol vehicles for service, repair, or equipment installations; maintains a list of vehicles and assignment of vehicles; coordinates, maintains, and monitors the fleet budget.
- Monitors and tracks the monthly vehicle mileage for all Sheriff's Office vehicles.
- 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.
- Tracks and monitors employee benefits while employees are on disability leaves such as Family Medical Leave Act, California Family Rights Act, workers' compensation, state disability, and long-term disability; duties include contacting nurses, receiving medical documentation, coordinating with the Sheriff's Office and Human Resources Department - Risk Management Division regarding employees' status, accommodations, etc.
- Assists the public in filing, records management, and/or obtaining information regarding crime reports; concealed weapon permits; the ride along program; registering of sex, drug, and arson offenders, etc.
- Responds to inquiries regarding inmates, facilities, operations, and Sheriff's Office policies and procedures; and inputs information into automated law enforcement data systems.
- 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.
- 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.
- Checks various statistical and accounting tables and reports; accumulates records and complies statements; assists in preparing accounting or statistical reports.
- Validates automated records received using various law enforcement databases.
- Enters, updates, assembles, codes, records, and summarizes a variety of law enforcement data; classifies crime reports and enters into an appropriate computerized system.
- May provide training to sworn and non-sworn staff consistent with the areas of assignment.
- Monitors and assigns equipment, work materials, etc., and prepares purchase requests for the areas of assignment.
- Completes processing of inmates into the 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; 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.
- 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.
- 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

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

Knowledge of:

- General methods and practices of bookkeeping, and financial and statistical recordkeeping.
- Filing, indexing, and recording in a judicial or legal agency.
- Legal terminology for law enforcement, 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 responsibility.
- Legal provisions governing the control and disbursement of funds.
- Interviewing techniques for obtaining information.
- Organization, procedures, operating details, and legal provisions of the Sheriff's Office.
- 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 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:

- Provide specialized law enforcement and administrative clerical and technical duties in assigned area.
- Examine documents for completeness, sufficiency, and conformity.
- 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.
- Keep current with changes in laws and procedures affecting job duties.
- Interact in a calm, courteous, and 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 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.

Sheriff's Technician I:

Equivalent to graduation from high school, and

Two (2) years of increasingly responsible clerical or support services experience which included responsibility for checking documents for accuracy and conformance with established guidelines. One (1) year experience in a law enforcement environment is preferred.

OR

Equivalent to an associate degree from an accredited educational institution, in accounting, business administration, criminal justice, or a closely related field, and

One (1) years of increasingly responsible clerical or support services experience which included responsibility for checking documents for accuracy and conformance with established guidelines.

Sheriff's Technician II:

In addition to the above, one (1) year of experience in performance of specialized technical duties in a law enforcement agency equivalent to the County's class of Sheriff's Technician I.

Licenses and Certifications:

- Possession of a valid Driver's License and maintain 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 a correctional facility or office environment with moderate noise levels, monitored entry and exit of facility and locations within facility, 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 Sheriff's Office policies and procedures.

WORKING CONDITIONS

Must be willing to work irregular hours/shifts, weekends, and holidays, and work in a 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.