



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

SHERIFF'S TECHNICIAN I/II

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under immediate or general supervision, performs a variety the full range of responsible and complex specialized clerical and technical tasks related to duties to support law enforcement including, but not limited to, inmate booking and processing, legal documents: human resources services and documents in the Sheriff's Department; preparing and maintaining relevant financial and other document processing (crime records on activities, receipts and disbursements; disseminating information from files as mandated by law; booking; and records maintenance, 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.

Distinguishing Characteristics:

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 first-entry-level classification in the Sheriff's Technician class series. Incumbents initially receive closer Initially under immediate supervision, incumbents learn and training in perform a specific variety of routine duties of clerical and technical assignment. sheriff administrative and programmatic duties. As experience is gained in the specialized area, incumbents achieve greater independence of action and responsibility in their assigned area. This class is alternately, 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 with Sheriff's Technician II and an incumbent may advance to positions at the higher II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience and demonstrating proficiency in the assigned area and meets which meet the qualifications for, and after demonstrating the ability to, perform the work of the higher-level class.

~~Sheriff's Technician II is the full journey level class in this series, fully competent to independently perform technical duties and assume responsibility for assigned area. Positions in this classification perform and coordinate specialized technical and clerical processes in the Sheriff's Department and work with a considerable amount of independence. Incumbents may report to sworn personnel but are responsible for day-to-day operations in the assigned technical functional area. The Sheriff's Technician classification is distinguished from the Community Services Officer classifications by the independence of action, the consequences of error, and the aggregation and level of skills and knowledge required in the assigned functional area.~~

EXAMPLES OF ESSENTIAL TYPICAL JOB FUNCTIONS (Illustrative Only)

➤ ~~Performs a variety of responsible and complex specialized legal and administrative clerical and technical tasks duties in an assigned functional area of the Sheriff's Department areas such as Civil, Records, Bookings, or Human Resources 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, 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. Prepares, types, and has responsibility for signing warrants for payment of fines and bails and for fees collected.~~

~~Coordinates Sheriff's department human resources activities and services; processes background documents; prepares recruitment and selection documents, announcements advertisements; processes testing results; establishes eligible lists; assists with reviewing qualifications and interviewing candidates; prepares, processes, and maintains personnel, background and internal affairs files, documents, forms and reports.~~

➤ ~~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.
- ~~Provides information about assigned area to interested parties, other agencies and the public.~~
- ~~As necessary confers with County Counsel's Office, Human Resources Department and other agencies on proper procedures, legal questions and proper interpretation of code sections.~~
- ~~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 complies statements; assists in preparing accounting or statistical reports.
- ~~Acts as liaison to other County departments to assists in collecting referred delinquent accounts.~~
- ~~Keeps current regarding laws, codes, regulations and legal procedures as they pertain to assigned specialty area.~~
- ~~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.~~
- ~~Composes and types letters, memos, documents, forms, and reports.~~
- ~~Enters, retrieves, reviews and purges information from a variety of computer files, databases and other records.~~
- ~~Maintains, processes and audits arrest reports, warrants, and criminal histories and other records; confirms arrest warrants as required.~~
- 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.
- Books ~~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 ~~other~~ detention facility; obtains information from appropriate facilities; reviews booking charges in the automated law enforcement tracking systems; reviews status of warrants; updates criminal records; reviews legal documents and files; completes 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~~~~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.~~

~~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.~~

➤ ~~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.~~

~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~

➤ ~~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~~ ~~work~~~~duties~~ as assigned.

MINIMUM QUALIFICATIONS

~~Education and Experience~~

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.~~

Sheriff's Technician I:

Experience:-

~~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 in a law enforcement environment is preferred. Relevant college course work in legal terminology, law enforcement, business or public administration is desirable. Completion of 30 semester units of college coursework in business administration, psychology, communications or a closely related field may be substituted for one year of experience. A BA/BS or higher can be substituted for both.~~

Sheriff' Technician II:

Experience:-

~~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. Specific experience in the area of assignment may be required.~~

Other Requirements:

~~Specified positions may require you to possess and maintain a valid driver's license; work evening, weekend or other off-shift work; and be able to pass a detailed background investigation.~~

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

Knowledge of:

~~Laws, policies and procedures related to civil document processing, records, bookings, and/or human resource activities and services.~~

~~Organization, procedures, operating details and legal provisions of the Sheriff's department.~~

~~➤ Interviewing techniques for obtaining information.~~

➤ General methods and practices of bookkeeping, and financial and statistical recordkeeping.

➤ Filing, indexing, and recording in a judicial or legal agency.

➤ Legal terminology ~~related~~ 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.

➤ ~~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, including word processing, spreadsheet, and database programs.~~

~~Filing, indexing, and recording in a judicial or legal agency.~~

~~Laws, codes, regulations, and legal procedures as they pertain to collection of delinquent accounts.~~

➤ ~~Correct~~ 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 ~~usage~~ language, including the meaning and spelling, of words, rules of composition, and grammar ~~and punctuation~~.

Skill in:

~~Examining documents for completeness, 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.~~

~~Organizing and maintaining detailed and accurate records and files.~~

~~Gathering data and preparing reports, files, and documents.~~

~~Operating a personal computer terminal for work processing and other relevant applications.~~

➤ 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.

~~Provide technical assistance related to specialty area.~~

- Keep current with changes in laws and procedures affecting ~~work~~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 ~~socio-economic~~socioeconomic backgrounds.
- ~~Exercise~~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 ~~sound~~ 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 understanding and following regulations regarding the dissemination of 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/PHYSICAL DEMANDS

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

Environment:

~~Work is primarily performed indoors in a standard office setting with infrequent trips outdoors in all weather conditions.~~

Physical:

~~Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting, wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs. **Infrequent** standing, walking; reaching, bending; lifting, carrying or pushing objects that weigh more than 15 lbs.~~

HISTORY

JCN: 2716 — Sheriff's Technician I, 2717 — Sheriff's Technician II

Created: FEB 1999

Revised: DEC 2005

Revised: MAY 2006

Revised: APR 2012

Revised: FEB 2013 — HRD

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.