



## **SR. SHERIFF'S TECHNICIAN**

### **DEFINITION**

Under direction, leads, trains, and performs the more complex and difficult specialized clerical and technical duties to support law enforcement duties 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 lead direction and training; provides advanced administrative support to various areas within the Sheriff Office; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is the advanced/lead-level classification in the Sheriff's Technician class series. Incumbents work under direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex technical specialized law enforcement and administrative duties. Incumbents' primary duty is to provide lead direction to clerical and technical staff.

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

- Provides lead direction, training, and work review; provides input into employee selection, evaluation, discipline, and work procedures.
- Sets work priorities, coordinates and schedules assignments, and establishes goals and objectives.
- Performs a variety of complex and specialized legal and administrative clerical and technical duties consistent with the assigned area.
- 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.
- Levies attachment and executions on such properties as automobiles, boats, and any other property; prepares wage and bank garnishments; computes fees and interests.
- 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.
- Assists the public in filing and/or obtaining information regarding crime reports, concealed weapon permits, the ride along program, etc.
- Responds to inquiries regarding inmates, facilities, operations, and Sheriff's Office policies and procedures; writes incident reports and inputs information into automated law enforcement data systems.
- Interprets, explains, and applies provisions of various law enforcement policies and regulations.
- Provides training to sworn and non-sworn staff consistent with the areas of assignment.
- 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.

- 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.
- Enters, updates, assembles, codes, records, and summarizes a variety of law enforcement data; classifies crime reports and enters into an appropriate computerized system.
- Completes processing of inmates into 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; and 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.
- 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.
- 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**

### **Knowledge of:**

- Principles of providing functional direction and training.
- Advanced methods and practices of bookkeeping and financial and statistical recordkeeping.
- Advanced 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:**

- Plan, organize, and coordinate the work of technical and administrative support staff.
- Provide staff leadership and work direction.
- Train staff in work procedures.
- Coordinate multiple projects and meet critical deadlines.
- Provide complex 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.*

Equivalent to graduation from high school;

AND

Two (2) years of experience in performing clerical or technical duties in a law enforcement environment equivalent to the County's class of Sheriff's Technician II.

**Licenses and Certifications:**

- Possession of a valid Driver's License by time of appointment 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, 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 an office environment or correctional facility with moderate noise levels, monitored entry and exit, 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 departmental policies and procedures.

### **WORKING CONDITIONS**

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