

## **SHERIFF'S TECHNICIAN**

### **JOB SUMMARY**

Performs clerical functions to execute and maintain warrants, enter police report information into the computer system, maintain fingerprint classification cards, operate imaging system to store incident reports and pertinent documents and perform other related functions.

### **ESSENTIAL JOB FUNCTIONS**

Processes warrants that are issued to the department. Enters warrants into the system and determines what type of warrant can be obtained to arrest the perpetrator. Locates incident reports and other information that must accompany warrant. Checks all warrants/warrants for all suspects arrested to clear active warrants.

Receives and processes incident reports for entry into the computer and filing. Copies reports and forwards to appropriate agencies. Enters incident reports and supplemental reports into the computer system. Files reports into department filing system.

Types fingerprint cards for arrest made by the department, mails one card to the State and maintains others for filing.

Processes citations by entering information into the computer, typing information onto forms and transmitting to the State.

Scans case documents, incident reports, etc., for General Sessions Court. Checks stored images to assure legibility and files scanned documents.

Performs criminal background checks and types and releases information to requesting party.

Communicates with other agencies to coordinate extraditions. Obtains necessary warrants by completing applicable documents.

Tracks all information that is released from the office by maintaining logs and other records.

Receives phone calls and requests from other agencies, courts, the general public, etc., and answers questions regarding incident reports, warrants and other

departmental operations. Provides assistance/information to individuals who come to the office for information.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

|                          |                  |        |
|--------------------------|------------------|--------|
| Typewriter               | Computer         | Copier |
| General Office Equipment | Shredder         |        |
| Image Scanner            | Microfilm Viewer |        |

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience**

High school graduate or equivalent and one year of experience in a clerical position.

Any combination of education, training, and experience which provides the required knowledge. Skills and abilities required for the job.

**Licenses and Certifications**

S.L.E.D. Certification is desirable

Notary Public is desirable

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

Local and State laws and procedures regarding maintenance of criminal reports and records.

General office procedures including filing and records maintenance.

Correct English usage, including spelling, grammar, punctuation and vocabulary.

Computer applications related to the work.

**Skill in:**

Typing and operating computer keyboard in order to enter and retrieve data.

Demonstrate familiarity and skills with Microsoft Word products, Word Perfect products, negotiate the desktop PC using a sample document as prescribed by the Sheriff or his designee, demonstrate keypunch ability using a sample document as provided.

Interpersonal skills necessary to effectively interact with other departmental staff and the general public in order to give and extricate information in a courteous and friendly manner.

Using tact, discretion, initiative and independent judgement within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Communicating clearly and effectively, orally and in writing.

### **MENTAL & PHYSICAL ABILITIES**

Ability to concentrate and pay close attention to detail with constant breaks in concentration associated with answering phone or speaking in person to co-workers or the general public requiring assistance.

Work requires moderate mobility, including sitting, standing, and moving around the office.

### **WORKING CONDITIONS**

Works in a normal office environment where there are little or no physical discomforts.

The incumbent's working conditions are typically moderately quiet.