



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Records Specialist</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Administrative Deputy</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/16</u>
<b>DEPARTMENT:</b> <u>Sheriff's Department</u>	<b>JOB CODE:</b> <u>600</u>	

### **SUMMARY:**

Under general supervision, the Records Specialist prepares, enters, and maintains incident reports, arrest records, citations, accident reports and related documents into records software, responds to records requests, prepares traffic citations, and prepares statistical reports for local and state agencies.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Receives incident reports, warrant arrests, accident reports, citations, or supplemental reports and enters that data into the records management system in compliance with established department procedures; prepares and sends all priority reports to the Prosecuting Attorney within the 24-hour time limit; prepares final copies of incident reports, warrants requests, and citations to be sent to the Prosecuting Attorney for court cases and trials; researches and corrects necessary report entries in accordance with Uniform Crime Reporting guidelines; enters all required data for UCR reporting and ensures report was received and accepted by the Highway Patrol.

Prepares traffic citations for the Fine Collection Center; codes fingerprints; sends fingerprints to the Missouri State Highway Patrol and Prosecuting Attorney for criminal history tracking; enters data of all incoming reports, arrests, accidents, supplements, and citations received; prints, double-checks, and prepares file folders for incident and arrest records; color codes files for records destruction; maintains filing systems; sends letters to towed vehicle owners.

Receives, responds, and researches requests for records checks from any law enforcement agency, various military branches, and federal government agencies; answers daily phone and email requests for law enforcement records; responds to questions and inquiries from employees and staff; prepares monthly Uniform Crime Report for on-line submission to the Missouri State Highway Patrol and FBI; runs various audits and queries.

Assists the Conceal Carry Specialists in processing new and renewal applications, change of address, and change of name forms; prepares cash and credit card receipts, enters receipts into register, fingerprints applicants, creates conceal and carry application in department software, enters data in the Missouri Sheriff's Association system, enters data in department Records Management System.

Receives, responds, and researches requests for records in accordance with the MO Sunshine Law Chapter 610; determines if records are open or closed and what can be released, redacts necessary information, communicates effectively with requestor in a timely manner; receives and responds to subpoena requests for records, and seeks assistance from County Counselor when necessary; delivers records per subpoena to court hearings or depositions; prepares invoices and receipts for requests and enter receipts into register.

Performs all other duties as assigned.

### **KNOWLEDGE & SKILLS**

1. Knowledge of English grammar, punctuation, and spelling; skill in communicating effectively using the English language, both orally and in writing.
2. Knowledge of the criminal justice system in the State of Missouri.
3. Knowledge of legal processes and terminology.
4. Knowledge of personal computers and standard software applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Office.
5. Knowledge of the Missouri Sunshine Law
6. Knowledge of Conceal and Carry Laws
7. Skill in keyboarding and the use of standard office equipment.
8. Skill in maintaining confidentiality and handling confidential information.
9. Ability to learn and interpret Missouri statutes required to perform job functions.
10. Ability to become MULES certified within 6 months of hire.
11. Ability to multitask and work independently.

### **PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the phone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs and transporting them from one building location to another; squatting, kneeling, reaching above and at shoulder height. OCCASSIONAL moderate grasping to manipulate objects.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

**QUALIFICATIONS:**

High School Diploma or equivalent; two years of clerical experience; 21 years of age or older; must not have any felony convictions; must not have other criminal convictions within the last 2 years, excluding traffic violations; no marijuana use or possession in the past 2 years, and no other illegal drug use or possession in the past 10 years; vision acuity of 20/200 and correctable to 20/20 in both eyes; must possess a valid Operator’s license at time of application and a valid Missouri Operator’s license at time of appointment; must pass a pre-employment drug screen; must have the ability to type 35 net WPM; must be eligible for MULES certification within 6 months of hire.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)