



CLASS SPECIFICATION

Class Code: 16134
Date Est: 7/2008
Last Rev:
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

SHERIFF'S OFFICE RECORDS MANAGER TERMINAL AGENCY COORDINATOR

DEFINITION

Under direction, supervises the daily operations of the Records Section in the Washoe County Sheriff's Office; supervises the activities of support staff; reviews operations and services, creating and implementing new or revised systems and procedures; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university with major course work in Business Management, Public Administration, Criminal Justice or a closely related field, **and** two years of full-time supervisory experience in a centralized law enforcement records management program; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

Possession of a valid driver's license required at time of appointment.

Possession of, or ability to obtain within six months of employment, current certification on the NCIC/CJIS criminal history information system, as the terminal agency coordinator.

SUPERVISION EXERCISED

Exercises direct supervision over support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage the activities of the Records Section and evaluation of activities associated with this section to ensure that regulations are adhered to and customers (the public, law enforcement agencies, and others) are served in a timely and efficient manner; participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.

Serve as the Sheriff's Office Terminal Agency Coordinator (TAC); manage the administrative, security requirements, system discipline/sanctions, personnel training, criminal history dissemination, validation of records, hit confirmation policy and quality control assigned to the TAC as mandated by the FBI.

Supervise assigned support staff including: assist in staff selection, provide staff training in proper work methods and techniques, assign and review work, conduct performance evaluations, implement discipline and conflict resolution procedures when necessary.

Serve as primary resource for information regarding policies, procedures, and operations of records section, handle inquiries on the telephone and in person, provide information, resolve complaints, interpret laws, regulations, policies, and procedures regarding the release of information to ensure that operations are in legal compliance.

Evaluate proposed legislation affecting the records section and brief command staff on impact, ramifications and required changes to department policies and General Orders in order to implement legislations; analyze the impact

on operations of changes in state and federal policy and regulations and develop procedures that ensure compliance with state and federal requirements.

Represent the Sheriff's Office as a voting member of the NCJIS Steering Committee.

Prepare and develop Records Section budget including: preparing and submitting requisitions for supplies and materials; monitor budget expenditures; act as back-up for approving time cards in SAP for staff within Records Section as necessary to ensure payroll is completed in a timely manner.

Make presentations as a representative of the Sheriff's Office before the Board of County Commissioners in work permit denials.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of supervision, training, and performance evaluation.

Principles of accounts maintenance and budget administration and control.

Methods and techniques of data collection and report preparation.

Principles and techniques used in dealing with the public.

The criminal justice system and methods of processing information through the system.

Federal laws and regulations governing criminal police records management and retention procedures.

Techniques and methods of record keeping and reporting.

Techniques and procedures used in records management retention.

Operating characteristics of criminal information systems and other computer software programs utilized by the department, legal, and law enforcement personnel.

Numerical, alphabetical, and subject matter filing systems.

Basic mathematical principles.

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

Ability to:

Select, supervise, and evaluate the performance of assigned staff.

Interpret and apply pertinent laws, codes, and regulations including administrative and departmental policies and procedures.

Evaluate operations, including work procedures and processes, to determine their effectiveness and efficiency; develop, recommend, and implement operational alternatives.

Respond to requests and inquiries from the public and County personnel related to the policies and procedures of assigned function.

Understand and interpret legal and non-legal documents from a variety of sources including law enforcement agencies and officers, attorneys, and courts.

Plan and organize work to meet schedules and timelines.

Maintain a variety of criminal police records and other confidential data and information.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare and maintain records and write comprehensive reports.

Monitor budget expenditures.

Communicate effectively, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to work in a detention facility environment. Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 40 lbs. Ability to operate a computer, calculator, copier, and fax machine. Must pass a polygraph examination and background investigation.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee

Date July 2008