

Description

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general direction, the Records Clerk performs complex clerical, secretarial and administrative support services to the Sheriff's Office. This position provides support to the department head and is the highest level of administrative support in the department. This position affects the operation of the department, which may include the well-being of the immediate staff of the Sheriff's Office and requires the timely provision of services to others. This position must meet deadlines, have good attendance, be punctual, be reliable, have honesty, integrity, be free from moral turpitude, and have a proper attitude.

- Plans, prioritizes daily work tasks
- Responsible for research records in the state and national databases (TCIC/NCIC)
- Researches and validates Texas Department of Public Safety monthly validation audits NIBRS.
- Maintains adequate office supplies for the division
- Maintains a variety of records and statistical reports (both monthly and annual)
- Copies and collates materials for distribution and records storage
- Establishes and maintains various computerized and paper files
- Retrieves, records and refiles paper or computer documents
- Answers, screens and directs telephone calls
- Responds to questions and makes referrals to other sources of information

- Provides administrative support in all capacities to agency employees/units where assigned including CID, Patrol, Records and Warrants
- Provides office coverage when needed for the other administrative staff, including but not limited to, answering phones, completing records, information gathering, issuing equipment, vehicles, etc.
- Takes dictation, transcribes and types correspondence
- Composes, types, edits and prepares various final correspondence to include letters, requisitions, memoranda, reports, forms, narratives and bulletins
- Responsible for maintaining the integrity of official records and files of the department, including the Records Management System (RMS) and Computer Aided Dispatch System (CAD), online/internet systems, email service requests, Open Records requests, and departmental correspondence and other records/files as assigned
- Attend and participate in training seminars and programs continually keep abreast of changes in procedures, regulations and laws for record keeping.
- Ability to read and comprehend law enforcement records, offense codes, and regulations governing records management activities
- Ability to exercise judgement and discretion in dealing with the public and in interpreting and applying departmental policies and procedures
- Ability to compose and prepare reports, records and correspondence
- Ability to interpret and execute complex written and oral instructions.
- Ability to successfully multi-task; remain calm and act resourcefully in the performance of job responsibilities
- Work closely with Records Supervisor, reviewing and processing expunction and sealing orders from the court
- Coordinates with the Records Supervisor to oversee the records destruction process; submits reports to the Texas State Library
- Handle all correspondence, written and electronic regarding offense reports and criminal histories.
- Maintains Racial Profiling Reports
- Communicates all changes and problems to supervisor
- Requires the employee to be able to render credible testimony in any court proceeding to include Justice Courts, County Courts, District

Education and/or Experience

- Any equivalent combination of experience or training may be substituted on a year for year basis.
- Requires High School Diploma or GED
- Requires two to three years' full-time experience in police records, customer service, office management, secretarial or highly responsible office or clerical work or related work

Other Qualifications, Certificates, Licenses, Registrations

- Class C TX driver's license
- Bilingual may be preferred (Spanish and English)
- Notary Public may be required
- Ability to maintain continuing education requirements for the State of Texas
- TCIC/NCIC certified or must be able to obtain certification within 1 year of hire date
- May require emergency dispatch certification or must be able to obtain certification within 1 year of hire date if assignment includes TLETS/NLETS access.

Please contact Adam Acosta at aacosta@co.blanco.tx.us or 830-868-7104 ext. 504 for further information to apply for this open position.