

## **RECORDS CLERK**

**DEPARTMENT:** SHERIFF'S OFFICE

**REPORTS TO:** Undersheriff

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### **SHIFTS AND ROTATION:**

There are five clerical positions (Criminal Records, Civil Records, Finance Clerk, Support Position and Evidence Clerk) which are all cross-trained positions.

### **JOB OBJECTIVES:**

Provides clerical support to contribute to the effectiveness of the department. This position reports to the Chief Civil Deputy.

The Records Department controls all documentation relating to investigations, issuance of concealed pistol licenses, entry of protection orders into WACIC and NCIC and civil process. State law requires that privacy and security of all records be maintained in the most effective manner possible. Additionally, orderly maintenance of records is the only way to insure that information is correct and complete in content and accessible to proper officers and/or agencies.

The Evidence Clerk function, under the direction of the Division Head, receives, collects, preserves, catalogs, stores and disposes of materials and property seized as evidence for criminal scene processing and maintains related records and files, and manages the Bio Hazard function for Sheriff and Correctional facility.

### **ESSENTIAL JOB FUNCTIONS:**

1. Contribute to the accurate and timely processing of daily complaints, civil process, pistol permits, pistol transfer applications, fingerprinting and protection orders into computer systems.
2. Perform miscellaneous clerical duties (accident reports, theft reports) and supportive functions, i.e. statistical reports to the Sheriff, NIBRS reports, and citation files.
3. Responsible for entering appropriate information into computer system, retrieval and deletion of statistical information from the system.
4. Respond to requests for public records. In this effort, the incumbent must understand the regulations governing which information can be released and must be able to locate the data for release.
5. Be aware of procedure and comply with all department policies and procedures.
6. Must be able to work in harmony with all fellow employees on a continuing basis.
7. Perform a variety of other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. 21 years of age
2. Eligible to work in the United States
3. High School graduate or equivalent (G.E.D.)
4. Typing skills
5. Computer skills
6. Filing skills
7. Valid Washington State Driver's license

Applicant cannot have been convicted of any felonies. Background investigation, psychological and polygraph exams conducted on successful candidates. Hiring is provisional, based on outcome of psychological evaluation.

**DESIRED QUALIFICATIONS:**

1. Bi-lingual Spanish
2. Prior clerical experience

**EQUIPMENT USED:**

1. Typewriter
2. Adding machine
3. Phones
4. Copy machine
5. Computer
6. Electronic and laboratory equipment
7. Live Scan fingerprinting machine

**WORKING ENVIRONMENT:**

This position generally works in an office environment. For the Evidence Clerk position, some bio hazardous materials are handled according to protocol. Occasionally on-site work is required.

**Contact Information:**

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