



YUMA COUNTY

RECRUITMENT ANNOUNCEMENT

Position: Law Enforcement Records Specialist
Department: Sheriff's Office
Classification: Non-Exempt, Eligible for overtime compensation
Salary: \$17.84 - \$22.30 / hr. D.O.Q.
Grade: 5
Close Date: Open until filled

THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

NATURE OF WORK: Under general supervision, performs administrative and clerical work of moderate difficulty, in the maintenance and retrieval of criminal justice reports, records, warrants, and related materials. This position has department specific responsibilities.

EXPERIENCE & EDUCATION: High School Diploma or GED equivalent; plus coursework in administrative/office procedures, AND three (3) years of administrative/office work experience; OR an equivalent combination of education and experience. Must be level "A" ACJIS Network Terminal Operator Certified or obtain certification within six (6) months of hire. Preferred typing/keying skills of at least 55 WPM.

ADDITIONAL REQUIREMENTS: May be required to successfully complete a background check, polygraph, and drug test prior to appointment.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

****NOTE****

Reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made (928) 373-1013 OR TDD (928) 373-1013.

Apply:
Yuma County Human Resources - 198 S. Main St., Yuma, AZ 85364
Phone: (928) 373-1013 Fax (928) 373-1153 Job Line (928) 373-6090
Website: www.yumacountyaz.gov
See Reverse Side For More Information

Law Enforcement Records Specialist

EXAMPLES OF WORK: (*Illustrative Only*): Receives and reviews submitted law enforcement reports/warrants for validity, accuracy and completeness; contacts and consults with law enforcement officers, courts, supervisors, the public, or various criminal justice agencies as needed regarding report/warrant discrepancies; processes all requests for law enforcement reports or records, and reviews all submitted documents for correctness prior to dissemination to authorized personnel, State or Federal entities; receives, logs, updates and inputs warrants daily; confirms validation of warrants on prisoners booked into the Yuma County Detention or prisoners detained by other law enforcement agencies wanted by Yuma County; coordinates extradition of fugitives wanted by Yuma County or other law enforcement agencies by acting as a liaison; coordinates travel arrangements with Yuma County Detention personnel, other agencies, or contractors to extradite fugitives to/from Yuma County; prepares required documents and medical history in order to facilitate the extradition of fugitives; maintains and tracks warrant files for in-custody prisoners in other counties or states to verify Yuma County detainer is in place in order to facilitate future extradition; verifies and enters data of criminal activity information from various sources into computerized criminal justice information systems (ACJIS, ACIC/NCIC, etc.), or tracking systems to add, update modify or purge information; Enters general information (user agency address and authorization), into a computerized tracking system in order to originate, update, reconcile, transfer or track data; performs redaction of requested police reports, body camera footage, and audio recordings based upon the Federal Freedom of Information Act, state and local laws, and guidelines pertaining to the security of personal and/or law enforcement sensitive information; files, retrieves and maintains a variety of information (e.g. approved/denied applications, accident/offense/incident reports, offender documents, warrants, etc.) to ensure compliance with state and federal laws to fill requests from internal and external sources; assists with record retention; performs local background checks for law enforcement agencies and the public; prepares warrant files/worksheets; assigns active warrants; confirms, clears, cancels, modifies all warrants and distributes via fax or email; sends and receives teletypes; replies to Hot File confirmations; enters into NCIC; monthly Hot File validation; monitors teletype inquiries for criminal history information in order to ensure prompt response, take appropriate action, and ensure other law enforcement agencies respond appropriately and within time limit parameter in accordance with state laws; sends and receives teletypes; coordinates administrative hearings for impounded vehicles; verifies customer has valid driver's license, insurance and registration through NCIC; prepares and provides vehicle impound release form in order to facilitate tow company's release of vehicle; collects and processes payments for records requested by the general public, attorneys and other law enforcement agencies; maintains absolute confidentiality of work-related issues, cases, and Sheriff's Office information; assists in collecting statistical data and compiling data for reports; assists with Sex Offenders Program, as needed; regular and reliable attendance; performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: County policies and procedures; Sheriff's Office policies and procedures; Federal, state, and local regulations regarding criminal justice records and victim's rights laws; business English, spelling, grammar and punctuation required to produce and proofread written documents; principles of record keeping and records management; statutes and legal terms relevant to warrants and extradition; customer service procedures and techniques; modern office practices, procedures, and equipment; office computer hardware and software applications.

Law Enforcement Records Specialist

Skills in: Maintaining appropriate security and confidentiality of all materials, intellectual property, and other information encountered or created in performance of assigned duties; determining essential information needed from law enforcement officers in order to generate reports from Microsoft Platform; retrieving and verifying information from computerized records; exercising good judgement when releasing reports or assisting customers related to confidential law enforcement records; effectively dealing with public inquiries; making arithmetic computations with speed and accuracy; maintaining and preparing records, reports, and warrants; operating modern office equipment, computerized technology and job-related software applications.

Ability to: Understand legal documents related to records, warrants, and extradition; learn the Law Enforcement Records Management System suite of applications; learn automated criminal information systems and appropriate codes (e.g. NCIC, ACCH, etc.); identify, convert, condense and prepare source materials for entry into secure databases; perform multiple projects simultaneously and exercise good judgement in prioritizing work assignments; establish and maintain effective working relationships with employees, supervisors, attorneys, other agencies, and the public; file documents in alphabetical or chronological order; follow written and verbal instructions; communicate effectively and in writing; perform the essential functions of the position with or without a reasonable amount of accommodation.

Work Environment/Physical Demands:

- Work is performed in an office setting.
- Sit for long periods of time.
- May occasionally lift, carry, push, and/or pull objects up to 40 pounds.
- May be required to bend, stretch, stoop, reach, crawl, and climb stairs in order to access or file records.
- Visual and muscular dexterity to operate: computer, office equipment and a telephone.

EOE/AA/ADA/M/F/V/D
DRUG FREE WORKPLACE

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