VALENCIA COUNTY
JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They should not be considered an exhaustive list of all responsibilities, duties and competencies required in the position.

JOB TITLE: **RECORDS CLERK**

DEPARTMENT: Sheriff's Office
CLASSIFICATION: Classified
PAY STATUS: FSLA Non-Exempt
PAY RANGE: DOQ

JOB SUMMARY:

Under general supervision performs a wide variety of specialized clerical duties in support of the sheriff's office including processing and maintaining documents, correspondence and reports while providing information and assistance to the public.

DUTIES AND RESPONSIBILITIES:

- Receives, audits incoming citations, civil documents and police reports including arrest, offense and crash records.
- Reviews and compiles accurate police records for filing, scanning and dissemination to the appropriate personnel, entities or agencies.
- Reviews state related forms for accuracy and then mails or delivers them to the appropriate entity.
- Pick up and distribute incoming mail.
- Maintains police records management filing systems.
- Answer multi-line telephone system and takes messages as needed.
- Provide information to deputies, management and the District Attorney's Office as needed.
- Processes and electronically routes subpoenas and other court documents as necessary
- Receives, ensures payment and then processes requests for police, crash and arrest reports or public information requests.
- General interaction with the public to include information requests, providing resources and the intake of written complaints to be disseminated to the appropriate Sheriff's office personnel.
- Follows court orders to seal or expunge police records.
- Perform other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

- High school diploma or GED certificate
- Two years office/clerical experience preferred.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Microsoft Word, Microsoft Works and Excel.
- Knowledge of standard office practices and procedures and practices, and agency functions and procedures.

- Demonstrated ability to operate personal computer with speed and accuracy, and operate other office-related machines.
- Ability to deal with short deadlines, prioritizing a changing workload to work effectively in a high production environment.
- Ability to communicate orally and in writing in English is required; Bilingual preferred.
- Ability to interact professionally with the public, co-workers and other county employees.
- Knowledge of computers, equipment and software to be effective with recent office practices and procedures.
- Knowledge of records management principles, practices and methods.
- Knowledge of county, state and federal laws, codes and regulations governing law enforcement records.
- Ability to safely and defensively drive a motor vehicle.

LICENSURES AND CERTIFICATIONS REQUIRED:
- Possession of a valid New Mexico driver's license.

OTHER CONDITIONS OF EMPLOYMENT:
- Specialized training may be required as necessary.
- Ability to perform essential functions and adapt to working conditions.
- No history or pattern of reckless driving, DWI/DUI or irresponsible driving in the last five years.
- No history of felony misdemeanor conviction involving moral turpitude, violence, distribution of controlled substance or dishonesty.

WORKING CONDITIONS:
- Work is normally performed in a typical interior/office work environment.
- Prolonged periods of sitting at a desk, viewing a computer screen.
- Must be able to lift up to fifteen (15) pounds at a time.

PRE-EMPLOYMENT REQUIREMENTS:
- Interview
- Criminal record check.
- General employment background check.
- Driving record check.
- Pre-employment physical, psychological, and drug test.

I hereby affirm that I have received a copy of the position specifications listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Printed Name: _____

Signature:_____ Date: _____