

DOUGLAS COUNTY SHERIFF'S OFFICE
Records Technician

Accountable to the Records Supervisor

JOB SUMMARY:

The Records Technician performs specialized office support activities which involve creating, maintaining, processing, entering, accessing, redacting and releasing documents, files and other information which is governed by strict Federal and Washington State laws, rules and regulations.

ESSENTIAL DUTIES:

1. Maintain confidential law enforcement records.
2. Disseminate information for the department in accordance with federal and state regulations and departmental policy.
3. Coordinate the needs of the general public with the functions of the department.
4. Enter warrants and orders into WACIC and NCIC databases. Validate entry of all orders, warrants, stolen property, sex offenders and missing persons.
5. Maintain records of arrest in local and statewide databases. Coordinate with courts to ensure final disposition of charges are recorded.
6. The Terminal Agency Coordinator will coordinate timely ACCESS certification and recertification of staff and ensure employees and contractors complete security awareness training.
7. Create and maintain complex electronic files and databases such as official records, case files, criminal records and deputy reports. Maintain filing system by deleting, purging and destroying records in accordance with established procedures.
8. Collect National Incident-Based Reporting Statistics and forward to the Washington State Patrol.
9. Fingerprint sex offenders, Concealed Pistol License applicants and the general public. Process fingerprint cards and submit to the Washington State Patrol in accordance with established procedures.
10. Register and track sex offenders in accordance with Washington State Law.
11. Perform other duties as required.

KNOWLEDGE/SKILL REQUIREMENTS:

Effective use of grammar, spelling and punctuation;
Demonstrate good customer service;
Excellent use of terminology and procedures in area of assignment;
Suitable knowledge of office practices and procedures;
Create and maintain file systems;
Prepare statistical reports;
Proficient attention to detail and accuracy;
Perform basic mathematical calculations;
Type 45 words per minute;
Use office equipment such as phone, copier, scanner, calculator and fax machine;
Use computer and related software applications (Microsoft Office, Excel and WORD);
Establish and maintain effective interpersonal relationships at all organizational levels and with the public; and
Communicate effectively (oral and written) to exchange or convey information and adept in following instructions.

TRAINING AND EXPERIENCE REQUIREMENTS:

High School Diploma or General Equivalency Diploma (GED). No convictions for felony or disqualifying misdemeanor offenses as determined by the Sheriff. Ability to successfully complete psychological and polygraph examinations.

LICENSING AND CERTIFICATION REQUIREMENTS:

Maintain valid Washington State Driver's License;
Washington State Patrol ACCESS 1 and 2 Certifications within 6 months of employment;
Washington State Patrol Law Enforcement Records Course within first year of employment; and
May be required to become members of Law Enforcement Information Records Association (LEIRA), Washington Association of Public Records Officers (WAPRO), International Association for Property and Evidence (IAPE) or other similar professional organizations; and
May be required to become a Terminal Agency Coordinator (TAC).

PHYSICAL REQUIREMENTS:

Mostly a day shift Monday through Friday with occasional limited overtime.

Mostly sedentary work with long periods sitting at a desk manipulating phones, office machines, computers, scanners and standing while using fingerprinting equipment. May need to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

09/17/2021