

LANE COUNTY  
F032  
Established: 12/11/01  
Updated: 04/25/03  
Updated: 03/03/05  
Updated: 07/15/10

## **RECORDS SPECIALIST**

### DEFINITION

To perform complex and responsible technical clerical work in the Police Services or Corrections Divisions of the Department of Public Safety; to assume responsibility for resolution of technical problems; to monitor and coordinate work activities; and to perform related duties as assigned.

### CLASS CHARACTERISTICS

This is the advanced journey level class in the Records Officer series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and may be assigned to any of the following areas: Reception, Civil, Police Records, Corrections Records, or any other appropriate functional unit.

Employees at this level perform the most difficult and responsible types of duties assigned to classes within the series, including providing technical and functional supervision over less experienced employees. Employees in this classification series may have a high degree of public contact, often interacting with hostile or irate individuals.

### SUPERVISION RECEIVED AND EXERCISED

Receives supervision from a Communications/Records Supervisor or Sergeant. May exercise functional and technical supervision over assigned clerical and technical personnel; and may act as lead worker for the unit in the absence of the supervisor, including adjusting work schedules for staffing coverage.

EXAMPLES OF DUTIES – In addition to the duties of a Records Officer 1-2, duties may include, but are not limited to the following:

Recommends and assists in the development, review and implementation of goals, objectives, and procedures.

Acts as team leader; provides training, assistance and direction in coordinating assigned work activities; refers personnel issues to supervisor.

Recommends and assists in the scheduling of personnel in the work unit to maintain minimum staffing levels and training.

LANE COUNTY  
Records Specialist (Continued)

EXAMPLES OF DUTIES (con't)

Provides responsible technical support in complex or special projects.

Provides initial contact with the general public in person or on the telephone, which may include emergency or stress situations, as well as resolving difficult situations requiring lead worker intervention.

Acts as Field Training Officer for Records Officer 1 and Records Officer 2, and provides input for those employees' performance evaluations.

Processes complex court orders including expungements, warrants and writs.

Develops and maintains inter-agency relationships.

Evaluates, screens, and disseminates information to appropriate person or agencies.

Researches and accesses files for criminal, statistical, and historical information. Composes written report on findings.

Advises Communications/Records Supervisor of problems within the work unit and recommends solutions.

Regularly reviews operating procedures of the work unit for accuracy and efficiency.

Maintains a client trust account in accordance with Oregon financial laws.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of work coordination and scheduling; basic principles of employee training and supervision.

Pertinent State and Federal Statutes and Oregon Administrative Rules.

Modern office procedures, methods, and computer equipment and mainframe equipment.

LANE COUNTY  
Records Specialist (Continued)

Knowledge of: (con't)

Business English, spelling, grammar, punctuation, arithmetic, filing, record-keeping procedures, and telephone techniques.

Operating characteristics of communication equipment used in the Department of Public Safety system.

Familiarity with the geography of Lane County and police jurisdictions.

Oregon Revised Statutes, Oregon Rules for Civil Proceedings, and Oregon Administrative Rules as they pertain to criminal procedures, civil processes, state and federal firearms regulations, motor vehicle regulations, public records law, and records retention and destruction rules.

Current law enforcement and corrections computerized records systems (LEDS, AIRS, etc.)

Departmental policies and procedures.

Ability to:

Perform advanced and highly responsible law enforcement support functions.

Act calmly and effectively in emergency and high-stress situations.

Assign and review the work of others; effectively instruct others to perform various assigned tasks and duties following established procedures, policies and guidelines.

Make decisions independently and use initiative and judgment.

Communicate clearly and concisely with the public, and deal effectively with hostile or stressful situations.

Maintain confidentiality by distinguishing between public records and confidential records.

Comprehend, interpret and adhere to laws, regulations, policies and procedures.

Operate sophisticated office and public safety equipment, including computers.

Understand and follow verbal and written instructions.

LANE COUNTY  
Records Specialist (Continued)

Ability to: (con't)

Establish and maintain records, reports and statistical data and accurately prepare reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Work a variety of shifts, including but not limited to days, swing and graveyard; work any day of the week, including but not limited to weekends and holidays.

Keyboard at a speed of not less than 35 words per minute.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade.

Experience:

Three years of responsible clerical experience within law enforcement, corrections, a legal office, or as a paralegal with experience working directly with the public in a position involving multi-task handling, teamwork, responding to irate or upset customers, filing, and cash handling.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

SPECIAL REQUIREMENTS

Possession of LEADS certification or ability to obtain within six months of initial appointment.

Possession of or ability to obtain Oregon Notary Public commission within six months of initial appointment.

Deminimus change deleting obsolete job duties related to preparing paperwork for public auctions approved by HR Director 7/15/10.

Deminimus change approved by CAO & HR Manager 3/3/05 as outlined in memo of that date.