

LANE COUNTY  
F030  
Established: 12/11/01  
Updated: 04/25/03  
Updated: 03/03/05

## **RECORDS OFFICER 1**

### DEFINITION

To perform entry level technical clerical work in the Police Services or Corrections Divisions of the Department of Public Safety, and to perform related duties as assigned.

### CLASS CHARACTERISTICS

This is the entry-level class in the Records Officer series. This class is distinguished from the Records Officer 2 by the performance of the more routine tasks and duties assigned to positions within the series, including assignment in any of the following areas: Reception, Civil, Police Records, Corrections Records, or any other appropriate functional unit. 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, and technical and functional supervision from more experienced personnel. Does not supervise.

### EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

Receives and distributes, and/or transmits teletype and computer messages to and from other criminal justice agencies.

Provides initial contact with the general public in person or on the telephone, which may include emergency or stressful situations.

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

Receives, routes, duplicates and distributes a variety of reports; checks for clerical accuracy and completeness; codes reports for computer entry; and compiles data for reports.

Uses a computer terminal to enter and retrieve data from local, statewide, and national computer systems for criminal justice purposes.

Interprets data contained in records such as determining appropriate disposition of inmates; calculating release dates and credit for time served for inmates; confirming protective orders; and making extradition determination.

EXAMPLES OF DUTIES (continued)

Coordinates and tracks arrest of in-state and out-of-state wanted persons as well as inmates in transit.

Separates, sorts and files documents, reports, and other records; checks files in/out.

Performs reception duties such as answering and referring telephone inquiries, directing individuals to proper locations, processing requests for public records and copies of reports, and serving as department information source.

Processes court orders including expungements, warrants and subpoenas.

Conducts interviews with inmates for the purpose of completing booking and release data.

Writes supplemental police reports.

Maintains activity records and logs which includes operations of various manual and computer systems.

Researches and accesses files for criminal, statistical and historical information.

Handles financial transactions including inmate trust accounts, service fees and bail monies.

Performs records audit and validation.

Processes Oregon Liquor Control Commission, fireworks, and class three federal firearms permit applications.

Performs fingerprinting of county employees and the general public.

Processes administrative paperwork of impounded vehicles to include: notices to owners, release documents, affidavits, and hearing notices.

Performs court ordered mug and print of convicted subjects.

Collects, sorts, distributes and dates highly confidential mail.

Processes state sex offender registration.

Takes applications for concealed handgun licenses, determines permit eligibility, fingerprints and photographs applicants, issues permits and maintains records.

MINIMUM QUALIFICATIONS

Knowledge of:

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

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

Familiarity with the geography of Lane County and police jurisdictions.

Ability to:

Learn all assigned tasks readily, adhere to prescribed routines and develop skill in operation of office equipment and communications equipment.

Maintain confidentiality by distinguishing between public records and confidential records.

Act calmly and effectively in emergency and high stress situations.

Understand and follow verbal and written instructions.

Maintain clerical records and prepare accurate reports.

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

Communicate clearly and concisely, both orally and in writing.

Multi-task, meet deadlines, and prioritize workload.

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:

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

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.

De minimus change clarifying supervisory language approved by CAO & HR Manager 3/3/05 as outlined in memo of that date.