



# Uintah County

## Job Description

<b>Title:</b>	Patrol Secretary / Records Officer	<b>Code:</b>	500
<b>Division:</b>	Patrol	<b>Effective Date:</b>	3/07
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	1/19
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	16

### GENERAL PURPOSE

Performs a variety of **working level complex clerical and secretarial** duties to ensure the effective operation of the County Sheriff's Office.

### SUPERVISION RECEIVED

Works under the general supervision of the County Sheriff or Chief Deputy.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS (May be assigned to one or some of the following duties)

Acts as department initial point of contact; receives incoming phone calls and determines nature and urgency of calls, and coordinates appropriate response. Greets walk-in public, make inquires and determine appropriate action; determines needs, provides basic information and directs callers to appropriate authority; recognizes emergency calls and processes according to department protocol; may be required to dispatch information to officers in the field, as needed, or communicate effectively with the Dispatch Center.

Provides secretarial support services to department personnel and deputies; types, composes and/or prepares various reports, letters, communications and correspondence. Provides administrative support for various law enforcement functions, including general office duties, record keeping, filing, document preparation, transcription, and inbound/outbound mail management. Serves as assistant for deputies in processing of case reports, sending case files to County Attorney for prosecution, requesting supplement reports from assisting agencies, requesting medical examiner reports, sending impound reports and releases authorizations, sending DUI case files to State of Utah and other correspondences needed for completing case files. Assists in the preparation of a variety of reports and records including accident reports, impound reports, citation reports, offense reports, arrest/booking reports, reports of investigation, field interrogation reports, warrant entry & maintenance. Researches, reviews, and restores in-car camera and lapel camera video footage.

Maintains court calendar; tracks case court times and apprises staff of hearings; maintains contact with attorneys, courts, judges and evidence technicians as needed to follow up on case reports to obtain final disposition and verify court dates; pull case files weekly for the following week for the purpose of case review and court preparation for deputies before court.

Establishes and maintains files, records and reports and all complaints received by the County Sheriff's Office; logs, compiles and files all information and documents. Assists in the preparation and processing of officer reports; takes statements from witnesses; supplies record checks to authorized agencies and supplies file data as needed; records incoming calls and relays information to appropriate agencies.

Acts as "Records Manager"; oversees maintenance of case file system; maintains accurate, comprehensive, and up-to-date incident, property, and criminal history records; processes traffic accident reports. Request supplemental reports from other agencies as needed for patrol and detectives divisions. Receive, scan, and track in Spillman all completed reports. Provide all reports, attachments, video, photos and all documentation to attorney's office for prosecution purposes.

Responds to GRAMA (Government Records Access Management Act) requests and coordinates with County Attorney office in response to ensure compliance with Utah State GRAMA law. Researches reports, supplements records and submits formal response for each request. Responds to all government sharing record requests including but not limited to prosecuting attorneys, Utah Victims of Crime, Bureau of Criminal Identification for background verifications and weapons checks, Social Service agencies, Victim Advocates, Children Justice Centers, Federal and State Courts and presentence investigations. Processes all requests from insurance companies for traffic accidents, thefts, burglaries, injuries or any records required in the processing of claims. Responds to requests for individual background checks under right-of-access laws and collect associated fees. Provides citizens with background check letters as required for VISA applications from local law enforcement. Performs background checks as requested by Human Resources for employment with Uintah County and obtains appropriate release authorization from every applicant.

Destroys records in compliance with Utah State Archives retention schedules but also verifying that every report is no longer needed. Reviews case reports up for destruction to determine if the case has any active or pending criminal charges through court exchange and/or prosecuting attorney offices, verify though NCIC that all property and firearms have been cleared before destroying records and retains records that are still active.

Issues spotlighting permits in accordance with Uintah County and Wildlife Resource Code, provides rules to applicants, verifies identity and perform background checks, collects fees and completes permit reports in Spillman to serve as verification system for dispatch.

Maintains updates into Sex Offender Registry for applicable offenders living within Uintah County. Performs annual, semi-annual and all mandatory three day update requirements into State of Utah Registry system. Updates offender photographs and verifies all personal information. In instances of non-compliance, provides information to patrol deputies to follow up and possible prosecution of violations.

Receives all court case disposition information from County Attorney's Office and update into case files. Sends disposition notifications to arresting deputies, and forward disposition to Evidence Technicians to begin evidence destruction process.

Performs various and limited duties of other administrative support staff to provide assistance and coverage when needed.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or GED;

AND

B. Three (3) years of general office or customer service experience,

2. Required Knowledge, Skills and Abilities:

**Considerable knowledge of** the general office processes and procedures; clerical processes and procedures associated with confidential documents; grammar, spelling and punctuation; **Basic knowledge of** general law enforcement practices and procedures, including knowledge of basic bookkeeping.

**Skill in** the operation of telephone equipment, personal computer operation and various software

applications such as word processing, spreadsheets, and data processing.

**Ability to** exercise initiative, independent judgment and to act resourcefully under varying conditions; learn and understand in a short period of time complex aspects of a law enforcement record system; maintain confidentiality related to legally sensitive information; communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, elected officials, other agencies and the public; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must maintain Records Officer certification with State of Utah archives.

Must be able to obtain Notarial commission issued by the State of Utah and be bondable.

Must maintain continuous training and certifications as required for access to Utah Criminal Justice Information Systems for firearm and property checks, background and right of access checks and more.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)