

Sheriff's Records Specialist

Definition:

Under direct supervision, performs technical support functions required to research and process law enforcement records within the Sheriff's Office assigned to Substations, County jail facilities or Records, which may include: interacting with incarcerated persons, criminal database verification and providing assistance to the public and other branches of law enforcement.

This is the entry level of the Sheriff's Records classification series. Incumbents gather and inspect local, state and federal criminal history; apply penal codes, rules and regulations accordingly. The Sheriff's Records Specialist is distinguished from the Sheriff's Records Supervisor, which supervises and performs specialized support activities requiring extensive knowledge and experience in the area of assignment.

Incumbents may be required to work any shift, weekends and holidays and may be required to work overtime and in outlying County areas.

Essential Functions:

Criminal Records Assignment:

- Communicates with the public, attorneys and other law enforcement agencies to provide criminal record or law enforcement information as authorized
- Utilizes specialized computer software programs to retrieve or enter confidential law enforcement information
- Receives and examines crime, incident, arrest, missing/runaway person, property, vehicle, citations, and other officer written reports for completeness, accuracy, and compliance with legal requirements; contacts appropriate personnel for corrections
- Responds to requests for information from sworn personnel in the field regarding suspects with an active warrant
- Provides warrant abstracts to ensure lawful detention and bookings, to both state and national agencies; acts as the starting point for coordinating extradition requests for state and national agencies
- Receives reports of stolen vehicles, missing persons, lost or stolen property, repossessions, towed vehicles, restraining orders and warrants; enters information into CJIS and CLETS systems.
- Enters and retrieves confidential law enforcement information from federal (NCIC) and state (CLETS) databases; adheres to federal and state entry and time mandates.
- Researches and responds to Hit Confirmation requests for all entries in the federal and state databases.
- Maintains current knowledge of laws regarding records information, cases, laws, and regulations that may impact work

- Processes and releases vehicles, reports, booking photos, Not Same as Letters, and release summaries; collects fees and issues receipts
- Researches and responds to inquiries for background checks and report requests
- Searches computer data banks to identify individuals or retrieve prior criminal records
- Receives and sends corrected information to other agencies and jurisdictions
- Fingerprints members of the public for criminal history record checks

Central Inmate Records Assignment:

- Interacts with inmates during the booking process by questioning individuals who have been arrested to obtain personal, medical, and related information
- Processes a wide variety of departmental paperwork; ensures all documents are complete, accurate, and in compliance with local, state and federal mandates and guidelines
- Initiates inmate records, enters arrests, booking and release information into computer, reviews warrants and other court and legal documents to verify that they are complete and the booking information is in accordance with the applicable regulations, laws, and procedures; updates inmate records when additional information is received
- Reviews inmate records and revises release dates according to established guidelines; checks for supplemental bookings and holds from other jurisdictions; schedules court dates
- Updates automated and manual inmate record and tracking systems; receives and sends information from other agencies and jurisdictions
- Receives court documents and contacts courts for corrections or clarification of information
- Assists the public, attorneys or law enforcement personnel at the jail reception area or via telephone; responds to inquiries regarding visitations, bail, inmate status, or other inmate information
- Performs other related duties as assigned

Employment Standards:

Minimum Qualifications:

- High School Diploma, G.E.D. or equivalent.
- Two years of clerical experience OR an equivalent combination of education and experience sufficient to obtain the knowledge and skills to successfully perform the essential duties of the job.
- Certification of Typing/Keyboarding speed of 45 words per minute.

Possession of Valid California Driver's License is required upon appointment for some positions.

New Job Specification

June 13, 2022

Item No. 3255

Character: applicants must have a reputation for honesty and trustworthiness. Felony law convictions will be disqualifying and except for limited number of minor traffic offenses, misdemeanor convictions may be disqualifying. Candidates must pass a thorough background investigation

Knowledge of: basic principles and techniques of office equipment and operations; English language, grammar and punctuation; good public relations practices; proper telephone etiquette; computer and associated word processing and spreadsheet software;

Ability to: multi-task; compile information from a wide variety of criminal justice documents and databases; demonstrate good judgment in stressful situations; follow established written policies and procedures; interpret penal codes; operate a network personal computer and a variety of automated systems and databases; comprehend written and oral instructions; handle a high volume of records and files; communicate and work effectively, perform highly detailed work accurately and completely, elicit information from inmates who are hostile or under the influence of drugs/alcohol, remain calm and make rational decisions in hostile or emergency situations, tactfully and professionally with citizens and other branches of law enforcement.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.