

## **Sheriff's Support Technician**

### **Definition:**

Under direct supervision, performs a wide variety of clerical support services to the Kern County Sheriff's Office, 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 Support classification series. Incumbents are expected to develop independent judgment to perform duties within standardized and established policies. Incumbents will be required to develop an understanding of technical subject matter unique to the work. Incumbents gather and inspect local, state and federal criminal history; apply penal codes, rules and regulations accordingly. The Sheriff's Support Technician is distinguished from the Sheriff's Support Specialist, which performs specialized support activities requiring knowledge and experience in the area of assignment.

Depending on 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:**

- Communicates with the public and law enforcement agencies; provides information which may require sensitivity and independent judgment.
- Performs various clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; distributing mail; making photocopies; typing and word processing.
- Screens inmate mail for contraband; screens inmate visitors for eligibility and coordinates inmate visits.
- Interacts with inmates or convicted felons in the booking and/or registration process, to include taking fingerprints and photographs; fingerprints and photographs the public as part of pre-employment background processes.
- Processes a wide variety of departmental paperwork; ensures all documents are complete, accurate, and in compliance with local, state and federal mandates and guidelines; compiles and verifies data to determine the true identity of an individual and past criminal history.
- Operates imaging equipment in the scanning, archival and retrieval of records; maintains indexing information; maintains quality of documents.
- Transcribes, files and maintains confidential documents of reports involving ongoing undercover investigations and operations, search warrants, crime reports or other criminal justice reports.
- Creates and maintains confidential employment files pertaining to pre-employment, employment and Internal Affairs investigations.
- Verifies court case events in the countywide Criminal Justice Information System (CJIS) to locate key case elements pertaining to sentencing, custody status, parole/probation

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status, registration requirements or past contact with law enforcement; works closely with court personnel to resolve any discrepancies.

- Confirms warrants, places holds and initiates extradition proceedings on inmates in custody locally, statewide and nationwide.
- Compiles and reports statistical data to the Department of Justice using automated systems and databases; utilizes the California Law Enforcement Telecommunications System (CLETS/NCIC).
- Processes subpoenas; testifies in criminal court proceedings as required.
- Collects fees; handles money for inmate funds, cash bail or bail bonds; prepares daily deposits and releases inmate property.
- Collects urine and/or DNA samples when sworn personnel are unavailable.
- Performs other related duties as assigned.

**Employment Standards:**

Minimum Qualifications:

- High School Diploma, G.E.D. or equivalent
- Certification of Typing/Keyboarding speed of 45 net words per minute

Some Positions May Require:

- Possession of a Valid California Driver's License
- Transcription speed of 45 net words per minute

**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, tactfully and professionally with citizens and other branches of law enforcement.

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

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.