

## **Sheriff Records Supervisor**

### **Definition:**

Under direction, supervises assigned shift; trains staff in functions of the records section; performs specialized technical work within the Sheriff's Office assigned to Substations, County jail facilities or Records; interacts with incarcerated persons, provides assistance to the public and other branches of law enforcement.

This is the second level of the Sheriff's Records classification series. The Sheriff's Records Supervisor is distinguished from the Sheriff's Records Specialist by its supervisory responsibility for an assigned shift. Incumbents serve as a technical resource and provide specialized support activities requiring extensive knowledge and experience analyzing complex information and data.

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:**

- Supervises records staff to include: prioritizing and assigning work; reviewing work product; training staff on changes to laws, policies, and procedures; conducting performance evaluations; and recommending disciplinary actions
- Assumes responsibility of any position on the shift including: researching and processing criminal records; providing information to law enforcement personnel and the general public; performing fingerprinting for the public; updating and retrieving state, local and federal computer databanks and responding to inquiries
- Enters and retrieves data from governmental computer systems; monitors and maintains the security of law enforcement databases.
- Assess workload to ensure functions of assigned shift are completed; prepares shift schedules and adjusts work schedule as necessary.
- Supervises and participates in the preparation and maintenance of criminal records and reports; verifies and approves all records management system entries.
- Trains staff on the dissemination, maintenance and security of criminal history information; trains subordinate staff on the use of computerized and database systems.
- Operates imaging equipment in the scanning, archival, and retrieval of records; maintains indexing information; maintains quality of documents; assists users with operation of equipment;
- Proofreads, edits, and updates a variety of documents; updates and maintains policies and procedures.
- Resolves more complex problems and assists subordinate staff; researches laws and procedures to resolve problems.

- Performs any assignment within the Sheriff's Records Specialist classification in order to ensure that work is completed in an accurate and timely manner.

**Central Inmate Records Assignment:**

- Supervises records staff to include: prioritizing and assigning work; reviewing work product; training staff on changes to laws, policies, and procedures; conducting performance evaluations; and recommending disciplinary actions.
- Interacts with inmates during the booking process who have been arrested to obtain personal, medical and related information.
- Reviews accuracy of booking and release entries; ensures booking entries are in compliance with local, state and federal mandates and guidelines.
- Trains staff on the dissemination, maintenance and security of criminal history information; trains subordinate staff on the use of computerized and database systems.
- Resolves the more complex booking issues and assists subordinate staff; researches laws and procedures to resolve problems.
- Enters and updates inmate records, enters arrest, booking and release information; verifies warrants, court and other legal documents are complete; ensures
- Assist the public, attorneys or law enforcement personnel at the jail reception area or via telephone; responds to inquiries regarding visitation, bail, inmate status, or other inmate information.
- Performs any assignment within the Sheriff's Records Specialist classification in order to ensure that work is completed in an accurate and timely manner.
- Performs other related duties as assigned.

**Employment Standards:**

Minimum Qualifications:

- High School Diploma, G.E.D or equivalent.
- Three years of clerical experience including one year of experience as a Sheriff's Records Specialist OR other law enforcement agency records personnel, OR an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.
- Certification of Typing/Keyboarding speed of 50 net words per minute.
- Possession of a Valid California Driver's License is required upon appointment for some positions.

**Knowledge of:** the principles and practices of records management; policies, procedures, and methods of the Sheriff's Office pertaining to the preparation, utilization, distribution, retention, retrieval, and release of police reports, arrest records, and a variety of other records and reports;

federal, state, and local laws and regulations pertaining to records; computer operating systems and software related to processing and maintaining records; principles of training, supervision, and performance evaluation.

**Ability to:** orient and train new employees; communicate and work effectively, tactfully and professionally with citizens and other branches of law enforcement; compile and analyze data; operate computers and a variety of automated systems and databases; perform highly detailed work accurately and completely; perform mathematical calculations; ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with co-workers, representatives from other governmental departments and agencies, sworn personnel and members of the general public; prepare written reports and ensure that the training and staffing needs of the unit are achieved; elicit information from inmates who are hostile or under the influence of drugs/alcohol, remain calm and make rational decision in hostile or emergency situations.

**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.

**Supplemental:**

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.