

SHERIFF'S SUPPORT SPECIALIST

Definition:

Under 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, providing assistance to the public and other branches of law enforcement and supervising employees in lower levels of the Sheriff's Support series.

Distinguishing Characteristics

This is the second level of the Sheriff's Support classification series. The Sheriff's Support Specialist is distinguished from the Sheriff's Support Technician by its supervisory role and specialized support activities requiring extensive knowledge and experience in the area of assignment. The Sheriff's Support Specialist is distinguished from Sheriff's Senior Support Specialist, which analyzes a variety of complex information and data and provides direct support to management.

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:

- Supervises support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.
- Reviews the work of subordinates; maintains attendance records; approves time sheets; reviews shift schedules, making adjustments 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 local, state and federal criminal history and related automated systems and databases as regulated by law.
- Communicates with the public and law enforcement agencies; investigates complaints and takes necessary steps to resolve them; proofs information which requires sensitivity and independent judgment.
- Monitors and maintains the security of criminal history databases; refers to applicable laws and penal codes to ensure compliance.
- Maintains inventory of office supplies and orders supplies as needed; completes requisitions; receives and verifies invoices to ensure timely payments.
- Processes subpoenas; testifies in court as required; seals criminal records per court order.
- Operates imaging equipment in the scanning, archival, and retrieval of records; maintains indexing information; maintains quality of documents; assists users with operation of equipment; and works with vendors and technicians.
- Proofreads, edits, and updates a variety of documents; updates and maintains policies and procedures; prepares statistical data and reports.
- Creates and maintains confidential employment files pertaining to pre-employment, employment, and Internal Affairs investigations.
- Prepares meeting agendas; assembles agenda packets; attends meetings and takes minutes; distributes meeting minutes as appropriate; serves on committees as required.
- Performs other related duties as assigned.

Employment Standards:

High School Diploma, G.E.D. or equivalent, AND three years of progressively responsible clerical, general computer and office experience directly related to the area of assignment, including one year of experience as a Sheriff's Support Technician or its equivalent 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.

Additional Requirements

Some Positions May Require:

- Possession of a Valid California Drivers License
- Transcription speed of 50 net words per minute

Knowledge of: basic supervision and training principles; word processing, spreadsheet and associated software programs; inventory maintenance principles; customer service principles; basic math; filing and record keeping principles; English language, grammar and punctuation; proper telephone etiquette; report writing; records maintenance; public relations principles.

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 a network personal computer and a variety of automated systems and databases; prepare a variety of reports; multi-task and prioritize work; perform data entry; maintain large volumes of records and files; perform mathematical calculations; provide customer service; prepare reports.

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.

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.

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