

WASHINGTON COUNTY
Job Description

JOB TITLE: Records Clerk/Secretary

Exempt (Y/N): No	DEPARTMENT: Sheriff
DATE PREPARED: October 2012	SUPERVISOR: Research and Records Manager

SUMMARY:

The incumbent, under the supervision of the Research and Records Manager, maintains arrest records by collecting, organizing and preparing them for document imaging, Provides general secretarial assistance such as answering telephone, typing of reports, photocopying, faxing, and data entry. Responsible for copying and sending confidential information to in-house personnel, other law enforcement agencies, military divisions, insurance companies and the general public. Ensure that all office functions are performed efficiently and in a professional and timely manner to maintain office continuity.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Responsible for maintaining and keeping in proper order all confidential records and information in the records department. There are routinely over 40,000 records managed in this division.
2. Secures and files all confidential juvenile arrest records pursuant to state law.
3. Responsible for typing all county accident reports, proof reading, making copies and faxing to other law enforcement agencies, insurance companies and mailing copies to the State Accident Report Department in Little Rock.
4. Provides background checks and arrest records according to policy on individuals requested by other law enforcement agencies, military, government housing, and the public for employment use.
5. Accountable for receiving and receipting in any monies taken in for services rendered such as copying, faxing, mailing and distribution of reports mailed to the public, and insurance companies. Maintaining efficient records and securing money until given to proper department for deposit. Generally handles approximately \$2,000 on an annual basis.
6. Maintain copies of reports mailed out or faxed
7. Responsible for collecting correspondence and jail jackets from the Detention Center and placing in proper order on a daily basis. Collect correspondence from the circuit

clerk, warrants and other law enforcement agencies to be filed in correct order also on a daily basis.

8. Disseminates records and information to in-house personnel, other agencies and the public, according to policy.
9. Files, protects and retrieves records, reports and other information contained on paper, and in-house database.
10. Greets individuals entering office, provides information, deals with public in a professional manner.
11. Ensure that all activities are professionally and ethically performed in accordance and within the law to protect the individual rights of all citizens in Washington County.
12. Complete monthly Arkansas Juvenile Justice and Delinquency report and submit to Arkansas Department of Human Services.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED) with some clerical/secretarial schooling and/or word processing training; and 1 to ½ years, previous secretarial/clerical experience in general office skills.

OTHER SKILLS and ABILITIES:

The incumbent should be able to organize work so as to work with minimal supervision. The incumbent must have knowledge of modern office practices, procedures, and equipment; have strong written and verbal communication skills for public relation responsibilities; have the ability to understand the Judicial System, accounting and bookkeeping skills; must possess the ability to establish good rapport with individuals often under difficult circumstances. The Records Clerk/Secretary should also possess machine skills for operating a calculator, word processor, and computer. Must have strong knowledge of how to enter and retrieve information into and from many different databases.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently sit and talk or hear; use hands to finger, handle, or feel objects. Also, the employee must occasionally stand, walk, stoop, kneel, or crouch and reach with hands and arms. Specific vision abilities required by this job include close vision.

The employee must occasionally be required to lift up to 40 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.