

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Research and Records Manager**

Exempt (Y/N): No

DEPARTMENT: Sheriff's Office

DATE REVISED: August 2008

SUPERVISOR: Executive Assistant Administration

**SUMMARY:** Manages the records department of the Washington County Sheriff's Office. Has overall responsibility for daily management of departmental systems relating to record management, document scanner fax, and photocopier. Administers record management policies that facilitate effective and efficient handling of Detention Facility detainee records and county accident reports. Directly responsible for the supervision of one full-time record clerk and additional part-time personnel assigned to the department. Conducts and/or oversees all criminal history and background checks ensuring only information subject to freedom of information is released.

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

1. Overall responsibility for the daily management of the records department and systems relating to records management, which include; physical files, document scanner, fax and photocopier. There are routinely over 40,000 records managed in this division.
2. Administer record management policies that facilitate effective and efficient handling of Detention facility detainee records and county accident reports, which requires handling of money for reports. This normally equates to about \$2000 annually.
3. Develops and implements policies to standardize the filing, protecting, retrieving and retaining of records, reports and other information contained in physical files and in computer storage.
4. Ensures the protection and compliance of all National Crime Information Center and Automated Fingerprint Identification records and other law enforcement or media information is correctly managed.
5. Conducts the court ordered sealing of records and complies with policies of receipt, deposit, storage, safekeeping of legal documents and the destruction of records.
6. Manages the dissemination of records related information in accordance with the Freedom of information law, to in-house personnel, other agencies and citizens.
7. Responsibilities for office supplies, inventory, and equipment of the records department. Establish priorities and staffing needs; manages receipts of incoming and outgoing monetary substance.
8. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
9. Analyzes and evaluates reports and implements recommendations, utilizing knowledge of

principles and techniques of records information management, managerial processes and organizational policies and procedures.

10. 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.
11. Ensure that all duties assigned are performed in an efficient and responsible manner according to office policy and procedures.

**SUPERVISORY RESPONSIBILITIES:**

Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include training employees; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

**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:**

Bachelor's Degree or equivalent from a four-year college or technical school and five years related experience and/or training; or equivalent combination of education and experience.

**OTHER SKILLS and ABILITIES:**

The incumbent should possess good communication skills, as frequent contact is required with the public and others. Also, should have knowledge of modern office practices, procedures, and equipment. The incumbent must also possess good organizational skills for prioritizing workloads. Clerical/Secretarial skills include computer skills, software application knowledge, accurate typing, calculator (10-key), copier, FAX, etc. Must be computer literate and have some knowledge of legal papers for understanding and interpretation.

**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 is regularly required to sit, talk, hear, and use hands to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus and close vision.

**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.