



HUMAN RESOURCES



Email: acsojobs@adaweb.net

Fax: 208-577-3559

www.adasheriff.org

Ada County Sheriff's Office

7200 Barrister Drive

Boise, Idaho 83704

LAW ENFORCEMENT RECORDS TECHNICIAN (INMATE RECORDS)

HIRING WAGE: \$14.68

STATUS: Full Time with Benefits

CLOSING DATE: UNTIL FILLED

APPLICATION MATERIALS: Apply online at www.adasheriff.org/careers

GENERAL SUMMARY

Performs a variety of administrative duties in support of the operations of the Sheriff's Department. Creates, uses, and maintains a wide variety of records systems. Reads and interprets documents to ensure a complete and accurate record is maintained. Processes the release of inmates from the Ada County Jail, creates, searches, archives and otherwise manages inmate records, and performs a variety of other administrative duties for the jail. Interacts extensively with law enforcement officers, the courts, prosecuting attorneys and jail management staff. Greets telephone callers and provides department related information. Position is located in the Ada County Sheriff's Office, Administrative Services Bureau, Sheriff's Records Section.

ESSENTIAL FUNCTIONS

- Operates a central telephone console to receive and route calls and control access to staff;
- Answers questions to provide information about the Sheriff/Police Department services, programs and procedures;
- Obtains information from others to respond to questions and requests;
- Helps the public with inquiries by identifying and resolving problems and/or referring to appropriate staff for resolution;
- Performs simple and routine clerical tasks to include typing and filing;
- Creates, updates and maintains files;
- Distributes inmate record information to appropriate staff members;
- Works and maintains eligibility to work all shifts, including evenings, nights, weekends, and holidays, whether assigned or on an as needed or on-call basis;
- Updates daily inmate transportation lists;
- Scans mail and packages for contraband;
- Performs records searches on computer databases;
- Works with officers to gather and enter proper information into the NCIC system;
- Audits NCIC information for accuracy and assures required supporting paper documentation is complete and available;
- Supervises non-violent inmate workers in cleaning or other maintenance tasks in or about the jail;
- Reads and interprets law enforcement officer's reports to gather information for Crime Analysis and National Incident Based Reporting Systems (NIBRS); and
- Confirms warrants and parameters for service.

ADDITIONAL FUNCTIONS

- Helps public file reports;
- Contacts dispatch when an officer is needed;
- Enters police records data into computer system;
- Performs simple bookkeeping duties related to inmate banking and commissary accounts;
- During an emergency, may be required to assist staff with management of confrontational or aggressive inmates;
- Perform related duties as required.

JOB REQUIREMENTS

- Must possess a high school diploma or equivalent;
- Knowledge of legal terminology and forms preferred;
- Knowledge of Sheriff's and police department procedures preferred;
- Knowledge of English grammar, punctuation and spelling;
- Knowledge of modern office equipment, practice and procedures;
- Skill in performing customer service;
- Skill in organizing and accurately accomplishing work within limited time frames;
- Skill in communicating with culturally diverse populations;
- Ability to maintain a large amount of data with a high degree of accuracy;
- Ability to research, investigate and correct clerical data;
- Ability to maintain confidentiality of data;
- Ability to follow written and verbal instructions;
- Ability to meet and deal effectively with the general public, fellow employees, inmates and their families, court officials and others in stressful situations

OTHER REQUIREMENTS

- Must appear before an oral board and complete a polygraph and background investigation prior to hire;
- An employee in this class must be deputized in order to make work actions effective;
- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Most of the work is performed in and around the jail facility and involves an element of personal danger. The incumbent must be able to quickly move out of the way when a confrontation (real or potential) with inmate(s) occurs;
- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- Requires sitting at a desk for long periods of time, up to 8 hours and ability to lift up to 20 lbs.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

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