



## HUMAN RESOURCES



Email: [acsojobs@adacounty.id.gov](mailto:acsojobs@adacounty.id.gov)

Fax: 208-577-3559

[www.adasheriff.org](http://www.adasheriff.org)

Ada County Sheriff's Office

7200 Barrister Drive

Boise, Idaho 83704

### LAW ENFORCEMENT RECORDS TECHNICIAN – COURT SUPPORT

**HIRING WAGE:** \$15.50 – \$18.00

**STATUS:** Full Time with Benefits

**CLOSING DATE:** UNTIL FILLED

**APPLICATION MATERIALS:** Apply online at [www.adasheriff.org/careers](http://www.adasheriff.org/careers)

#### GENERAL SUMMARY

---

Performs a variety of administrative duties in support for the operations of the Sheriff's Office. Creates, uses, and maintains a wide variety of records systems. Reads and interprets documents to ensure a complete and accurate record is maintained. Interacts extensively with law enforcement officers, the courts, attorneys, and jail management staff. Position is located in the Ada County Sheriff's Office, Administrative Services Bureau.

#### ESSENTIAL FUNCTIONS

---

- Operates office equipment;
- Operates a central telephone console to receive and route calls and control access to staff;
- Reads and routes incoming mail and assembles files and other materials;
- Helps the public with inquiries by identifying and resolving problems and/or referring to appropriate staff for resolution;
- Researches records requests;
- Sorts, stamps, records and files a variety of legal materials;
- Maintains files and other records;
- 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;
- Explains policies and procedures pursuant to requests of the public, other officials, and departments;
- Scans documents into several electronic filing systems;
- Enters, prepares, confirms, and services court orders;
- Responds to correspondence;
- Performs highly specialized tasks related to sensitive court processes;
- Prepares and processes legal forms and documents;

#### ADDITIONAL FUNCTIONS

---

- Helps public file reports;
- Cross trains in other areas;
- Performs related functions as required.

## **JOB REQUIREMENTS**

---

- Must possess a high school diploma or equivalent;
- Knowledge of legal terminology and forms 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 timeframes;
- Ability to type at least 40 wpm;
- 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 integrity and confidentiality of records and processes;
- Ability to follow written and verbal instructions;
- Ability to maintain effective working relationships.

## **OTHER REQUIREMENTS**

---

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

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

---

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- May be required to lift up to 35 lbs.;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

## **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.

**Ada County Sheriff Human Resources | 7180 Barrister Drive, Boise, ID 83704**

**Email: [acsojobs@adacounty.id.gov](mailto:acsojobs@adacounty.id.gov) Fax: 208-577-3559**

**[www.adasheriff.org](http://www.adasheriff.org)**