



HUMAN RESOURCES



Email: acsojobs@adacounty.id.gov

Fax: 208-577-3559

www.adacounty.id.gov/sheriff

Ada County Sheriff's Office

7200 Barrister Drive

Boise, Idaho 83704

REGISTERED SEX OFFENDER COORDINATOR

HIRING WAGE: \$30.00/hr., DOE

STATUS: Part Time with No Benefits

CLOSING DATE: Friday, October 14, 2022

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

GENERAL SUMMARY

Monitors program and effective performance of the duties required of the sheriff by the Sexual Offender Registration Notification and Community Right-To-Know Act; and performs other related duties as required. The position is located in the Ada County Sheriff's Office, Police Services Bureau.

ESSENTIAL FUNCTIONS

- Monitors the sexual offender registration process at the Ada County Sheriff's Office for compliance with state law;
- Reviews notifications regarding registered sex offenders provided to the sheriff by the Idaho Central Sex Offender Registry and coordinates necessary enforcement action;
- Reviews sex offender registration documents for accuracy and completeness;
- Coordinates the enforcement of laws pertaining to sex offender registration;
- Investigates suspected violations of Idaho laws regarding sex offender registration requirements;
- Responds to inquiries and complaints by citizens about sex offender laws and reports of violations of law;
- Prepares reports and compiles supporting documentation to support prosecution of violations of Idaho sex offender laws;
- Testifies in court as required to facilitate successful prosecutions of violations of sex offender registration laws;
- Coordinates visits of residence of registered sex offenders to resolve questions of compliance to Idaho sex offender registration laws;
- Contacts other jurisdictions to obtain information and documentation regarding sex offender registration requirements;
- Obtains certified copies of documentation from other states or jurisdictions to facilitate successful prosecution of violations of Idaho law;
- Coordinates address verification of sex offenders registered as living in areas of the county, policed by the sheriff's office, as required by law or at the direction of the sheriff;
- Provides statistical information regarding sex offender registration as requested by the sheriff; and
- Performs other duties as required.

JOB REQUIREMENTS

- High school diploma or equivalent;
- Previous investigatory or interviewing experience;
- A law enforcement background preferred;
- Must have excellent customer service skills and flexibility in responding to requests;
- Knowledge or ability to learn of State and Federal regulations pertaining to sexual offender registration and the Community Right-To-Know Act;
- Knowledge of office terminology, procedures, and equipment;
- Knowledge of basic math skills, and English grammar, spelling and punctuation;
- Skill in the operation of personal computers, word processing applications, and proofreading material;
- Skill in communicating with culturally diverse populations;
- Ability to establish and maintain records systems, and review documents for accuracy, completeness, and compliance;
- Ability to compile data and information for reports, and compose letters and memoranda;
- Ability to interpret policy and procedure manuals and explain complex information in an understandable fashion;
- Ability to communicate effectively verbally and in writing;
- Ability to exercise tact and discretion;
- Ability to give accurate and convincing testimony in court;
- Ability to maintain confidentiality;
- Ability to work under own initiative and utilize independent judgment;
- Ability to take criticism and verbal abuse from persons without reacting in a negative manner;
- Ability to remain aware of potential adverse or unsafe situations and react according to department policy.

OTHER REQUIREMENTS

- Local travel to visit registered sex offenders' residences as necessary; and
- Must possess and maintain a valid Idaho driver's license.

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 20 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.

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