



BAKER COUNTY

POSITION DESCRIPTION

RECORDS SPECIALIST

DEPARTMENT	BAKER COUNTY SHERIFF'S OFFICE, DISPATCH DIVISION
SALARY RANGE	8
BARGAINING UNIT	BCLA
EXEMPT	NO
REVISION DATE	2019, 2023, 2024
PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES:	JOB HISTORY, CRIMINAL HISTORY, DRIVING HISTORY, PERSONAL REFERENCES, & EDUCATION
Signature & Date:	

INTRODUCTION

This classification performs support duties to the Baker County Sheriff's Office in preparation, processing, organization and maintenance of information, records and materials. This includes communicating information to others and appropriately receiving, screening, reviewing and verifying documents or materials.

EXAMPLES OF PRINCIPAL DUTIES

(Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Duties assigned to this classification include, but are not limited to, the following examples.)

1. Assist public in person and by telephone; answer a wide variety of questions related to department; interpret information requiring knowledge of departmental policy and procedure in order to provide assistance, exchange information and solve problems.
2. Collect and record cash payments; write receipt and post payment.

3. Maintain filing system for the Baker City Police Department and the Baker County Sheriff's Office, which includes archiving of records, ensuring that outdated records are destroyed as required.

KNOWLEDGE, SKILL, AND ABILITY REQUIRED BY THIS POSITION

Knowledge of: Thorough knowledge of general office practices and procedures; considerable knowledge of bookkeeping and accounting principals; civil process functions of a law enforcement agency and procedures applicable to law enforcement; considerable knowledge of emergency communications.

Skill in: Type rapidly and accurately; use of modern office equipment and machinery; use of automated equipment and systems; use of communication equipment; establishment and maintenance of records, reports and statistical data compilation; telephone interviewing techniques.

Ability to: Communicate effectively in both oral and written forms; maintain records, reports and logs; adjust to priority changes and remain calm and use good judgement during confrontational or high pressure situations; utilize problem identification and resolution techniques and make decision independently in accordance with established policy and procedure, use initiative and judgement in completing tasks and responsibilities; courteously meet and deal effectively with other employees, other agency representatives, courts, law enforcement agencies, emergency services agencies, vendors and the public.

QUALIFICATIONS

Minimum: Four years progressively responsible work related experience, which includes legal, civil, or law enforcement experience OR a satisfactory equivalent combination of education, experience and training. Must have a High School Diploma or GED and be able to pass a 12th Grade reading and writing exam and background check.

Special Requirements: Possession of and ability to maintain a valid Oregon driver's license within 30 days of hire date.

SUPERVISORY CONTROLS OF THIS POSITION

Work is performed under the general direction of the Dispatch Division Lieutenant. Employee on basis of past experience independently performs recurring routing assignments. The employee receives general instructions regarding the scope and approach of projects or assignments, but procedures and problem resolution are left to employee discretion and interpretation. Employee estimates and manages time efficiently. Work is reviewed periodically to ensure determinations and decisions made are in compliance with department policy and procedures.

GUIDELINES

Work is performed with established department policy, procedures, directives; federal, state and county statutes, rules, regulations and ordinances; court rulings, accepted practice within law enforcement profession, LEDS reference manuals. Incumbent has to remain current on guidelines, uses considerable judgement in interpreting guidelines and contributes to modification of existing guidelines by recommending changes or adapting guidelines to problems encountered.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed in an office environment. Work may require bending, kneeling, lifting up to 30 pounds, hearing voice conversation, keyboarding, reaching, sitting and walking.