

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Sheriff's Office	CLASSIFICATION:	122
SUPERVISOR:	Office Manager	SALARY RANGE:	122
UNION (Y/N):	Yes	LOCAL:	CCDSA

GENERAL STATEMENT OF DUTIES: Perform advanced civil process and administrative support duties in the Sheriff's Office Corrections, Enforcement and/or Civil Division, maintain complex legal and related records. Perform all duties related to Concealed Handgun License process, including maintaining related records. Provide advanced secretarial and administrative support to the Sheriff's Office. Do related work as required.

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

Perform administrative duties to support the Sheriff's Office, which includes scheduling meetings, answering phones, routing calls, receiving visitors and attorneys, taking messages, and making appointments. Maintain files, organize records and prepare reports as necessary. Prepare and/or type a variety of letters, memos, reports and other documents.

Receive paperwork, accept fees (when required) and complete returns on civil process for the Courts. Prepare legal documents such as garnishments, deeds and other types of complex legal documents. File documents appropriately with the courts and distribute to appropriate parties.

Receive and review applications for Concealed Handgun Licenses (CHLs). Fingerprint, photograph and run background checks on applicants. Prepare and issue CHLs. Receive and receipt fees for CHLs. Maintain online records management system for CHLs.

Process court ordered book and releases.

Receive, enter and maintain records in the Law Enforcement Data System (LEDS) and the National Crime Information Center database (NCIC). This includes, but is not limited to, warrants, protection orders, stolen vehicles/property, and missing persons. Maintain warrant and protection orders records and ensure a hard copy of each is ready and available for service. Input, approve and transcribe police reports into RegJIN or other records management system.

Set up new owners in animal control tracking and licensing system. Update rabies certificate information in tracking system. Perform monthly printing and mailing of renewal reminder cards. Process payments for fees received.

Work with Chief Deputy or Jail Captain or designee to process, locate and fulfill public records requests. Act as liaison with the District Attorney's Office and other partner agencies to fulfill requests for police records and/or digital evidence.

Perform research from files and records as needed.

Process receipts for monies received. Perform cash handling duties in accordance with the County Cash Handling Standards.

Answer questions regarding departmental policies or procedures. Assist public in completing a variety of forms/applications and/or by supplying correct information in response to inquiries.

Maintain files, organize records and prepare reports as necessary.

Follow all safety rules and procedures established for work areas. Comply with all relevant County and Sheriff's Office policies and procedures.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position.

SUPERVISION RECEIVED: Work under the general supervision of the Office Manager who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATIONS 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: Equivalent to high school diploma with additional broad specialized legal or secretarial training. Four years of responsible secretarial or clerk work experience, at least two years of which must have been in a law enforcement agency. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

SPECIAL NECESSARY QUALIFICATIONS: Must be free of criminal convictions which would affect the ability or perception of the ability to perform this position.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or ability to obtain, within six (6) months of employment, Law Enforcement Data System Certification. Ability to obtain Notary Public within six (6) months of employment. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of civil office practices and procedures, terminology, court proceedings and related documents. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to communicate effectively and prepare clear and concise reports. Ability to perform complex tasks with minimal supervision. Ability to maintain the confidentiality concerning issues encountered.

Ability to remain calm and use good judgment during confrontational or high-pressure situations. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

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.

Minimal lifting, involving the movement of boxes, files, equipment, etc. seldom exceeding 20 pounds.

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.

Typically a general office environment. Daily contact with inmates and offenders with exposure to hazards and risk which accompanies such contact.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***