

TITLE: Records Clerk

SO/21

DEPARTMENT: Sheriff's Office, Fayette County

JOB SUMMARY: This position performs clerical duties in the entering of incident and accident report data.

MAJOR DUTIES:

- o Types incident reports; enters data from reports; verifies the accuracy and completeness of data.
- o Checks fact sheets against reports; verifies discrepancies.
- o Enters data from traffic citations; verifies the accuracy and completeness of data.
- o Accesses the Georgia Crime Information Center/National Crime Information Center database; conducts criminal history checks for law enforcement personnel, attorneys, and the military; enters information for missing persons, wanted persons, stolen/lost articles, and stolen vehicles.
- o Assists the general public with requests for incident reports, accident reports, traffic citations, background checks, and other requests.
- o Answers telephone calls; responds to requests for information by providing information or referring to appropriate personnel.
- o Produces reports, correspondence, memoranda, and other documents from rough draft, written copy, or verbal instructions; operates a variety of office equipment.
- o Files incident reports and traffic citations technologically; files arrest booking reports by crime or incident codes.
- o Receipts monies received from individuals, attorneys, and insurance companies for background investigations, accident reports, incident reports, civil process, and warrant dismissals.
- o Assists immediate supervisor; performs clerical duties as needed.
- o Responds to requests from insurance companies, attorneys, law enforcement agencies, and others for accident and incident reports; pulls appropriate files; makes copies; mails or faxes requests.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern office procedures.
- o Knowledge of departmental rules and regulations.
- o Skill in the operation of computers and job related software programs.
- o Skill in the operation of modern office equipment.

SUPERVISORY CONTROLS: The Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include Sheriff's Office policy, state Open Records Act laws, GCIC/NCIC rules and regulations, and the county safety manual. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related clerical duties. The need for accuracy contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide clerical support for the maintenance of records. Success in this position contributes to the effectiveness of department operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, general public, insurance company personnel, attorneys, and county officials.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.

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ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the county to provide reasonable accommodations to qualified individuals with disabilities.

Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.