



## Records Management Supervisor Sheriff's Office

SO/9 - 740

### JOB SUMMARY

This position oversees, supervises, and participates in the management, accurate reporting, and regulatory compliance of all Sheriff's Office records.

### MAJOR DUTIES

1. Develops, coordinates, and oversees the implementation of a comprehensive records storage plan in compliance with federal and state retention guidelines.
2. Manages access to and confidentiality of records; releases records in accordance with open records laws.
3. Ensures compliance with NCIC and GCIC audit guidelines and procedures.
4. Collects and analyzes information in the preparation of the Uniform Crime Reports and/or NIBRS; makes corrections as required by audits.
5. Prepares and ensures the accuracy of deposits; reconciles accounts; prepares payouts and maintains accounting records.
6. Receives and processes Computerized Criminal History Notifications, Restricted Record Applications, and Directives to Seal Juvenile Records; ensures the accuracy of entered data.
7. Assists with compiling information for Open Records requests; ensures accuracy, timeliness, and completeness.
8. Ensures office equipment and computer software is up to date; submits work orders as needed for repairs or technical support; maintains inventory of office supplies.
9. Compiles information from deposit and transaction reports into bi-annual report for submission to the Grand Jury.
10. Assists the Sheriff and division directors with changes to Sheriff's Office policy and procedures.
11. Assists with annual budgeting, required reporting, and statistical information.
12. Attends required training, conferences and meetings.
13. Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
14. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of records management principles.
2. Knowledge of records retention guidelines.
3. Knowledge of Open Records Act requirements.
4. Knowledge of NCIC/GCIC rules and regulations.
5. Knowledge of Uniform Crime Report guidelines.
6. Knowledge of computerized records management systems.
7. Knowledge of Georgia law relating to restricted and juvenile records.
8. Knowledge of Sheriff's Office policies and procedures.
9. Knowledge of budgeting, financing, and accounting processes.
10. Knowledge of personnel laws and County and Sheriff's Office personnel procedures.
11. Skill in planning, directing and supervising the work of subordinate personnel.
12. Skill in working independently and in a team setting.
13. Skill in solving problems.
14. Skill in managing projects.
15. Ability and knowledge to secure, protect, maintain, and properly disseminate various pieces of confidential information including oral or written personnel, financial, medical, criminal, investigative, and operational or other sensitive information or materials.

### SUPERVISORY CONTROLS

The Major assigns work in terms of very general instructions. The supervisor spot-checks completed work for

compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include federal and state laws, NCIC and GCIC rules and regulations, best practices in law enforcement records management, and Sheriff's Office policy, rules, regulations, and standard operating procedures and County policy. These guidelines require judgment, selection, and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management duties. The variety of tasks combined with frequent interruptions, the need for accuracy, strict regulations, and strict deadlines contribute to the complexity of the position.
- The purpose of this position is to direct the management of Sheriff's Office records. Success in this position contributes to compliance with all relevant regulations and to the complete and accurate reporting of information.

## **CONTACTS**

- Contacts are typically with co-workers, members of other law enforcement agencies, attorneys, court personnel, vendors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and to motivate or influence persons.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- 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.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct functional supervision over Terminal Agency Coordinator (1), CJIS Operator (3), and Administrative Assistant (1).

## **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 Sheriff's Office hiring standards. Completion of the State of Georgia Department of Transportation Defensive Driving Course within twelve (12) months of employment. Possession or completion of Terminal Agency Coordinator and Criminal Justice Information System Network Operator Certificate from the Georgia Computer Information Center within twelve (12) months of employment and recertification as may be required.

## **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**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain GCIC/NCIC certification.