

SHERIFF'S RECORDS CLERK

County of Tulare

DEFINITION

To perform a wide variety of clerical duties relating to processing legal and confidential documents within the Sheriff's Records Unit, including filing, reviewing, interpreting, researching, and analyzing documents and records.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by a Supervising Sheriff's Records Clerk.

DUTIES

Receive legal documents and other correspondence for filing and recording, including warrants, restraining orders, criminal histories, and fingerprint cards.

Receive and process applications for weapon permits and various County licenses.

Process warrants and restraining orders, including typing, inputting data into automated systems, sending teletypes, and routing to appropriate law enforcement agency.

Research, compile, and analyze statistical and other data for the Department and other public, State and Federal agencies.

Review legal documents for completeness and conformity with Government Codes.

Research criminal files for subpoenas.

Interpret legal documents, to a limited degree, upon request.

Determine confidentiality of documents and provide agencies with various reports and information.

Respond to requests for a variety of information from attorneys, local, State, and Federal law enforcement agencies, the general public, and other County departments.

Fingerprint applicants for various permits and licenses.

Complete and process documentation of individuals required to register under certain Penal Codes and Health and Safety Codes.

Collect and process payment for fees.

Operate a variety of office automation equipment.

Update and maintain logs, lists, and records.

May train volunteers and new employees assigned to the unit.

Essential job duties may be assigned that are not listed above but are relative to this job classification. (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

Knowledge of:

- English usage, spelling, grammar and punctuation.
- Math sufficient to perform fractions, decimals and percentages.
- Alphabetical, numerical, and legal filing systems and procedures.
- Complex terminology, documents, regulations, procedures and forms.
- Record management

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Organize work, set priorities, and work independently on assigned areas.
- Perform work with accuracy and attention to detail.
- Type accurately at accurately at 45 corrected WPM, input data and information into automated systems.
- Read, understand, and explain government codes, ordinances, and laws.
- Prepare reports, charts, lists, and other special documents.
- Understand and carry out verbal and written instructions.
- Communicate with local, State, and Federal agencies, the public, and County departments.

Education:

- Equivalent to completion of twelfth grade.

Experience:

- Six (6) months of experience performing general clerical duties working with documents and forms that are governed by Local, State, & Federal guidelines, statues, and regulations.

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid California driver's license.

DESIRABLE EMPLOYMENT STANDARDS

Education:

- Specialized legal secretarial and/or paralegal training.

[Sheriff's Records Clerk] Job Code: 043200, Res: 97-0264, Adopted 4/1/97
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Supplemental Information
Overtime Status: Eligible

County of Tulare
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Probation: Six (6) Months
BU: 01