



LANE COUNTY
F031
Established 12/11/01
Updated 04/25/03
Updated 03/03/05
Revised 12/28/22

RECORDS OFFICER

CLASS SUMMARY: To perform technical clerical work in the Police Services or Corrections Divisions of the Department of Public Safety, and to perform related duties as assigned.

CLASS CHARACTERISTICS: Employees perform a full range of duties as assigned, and may be assigned to any of the following areas: Reception, Civil, Police Records, Corrections Records, or any other appropriate functional unit. Employees at this level receive only occasional instruction assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees in this classification series may have a high degree of public contact, often interacting with hostile or irate individuals.

SUPERVISION RECEIVED: Receives supervision from a Communications/Records Supervisor or Sergeant, and technical and functional supervision from more experienced personnel.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Receives and distributes, and/or transmits teletype and computer messages to and from other criminal justice agencies. |
| 2. | Provides initial contact with the general public in person or on the telephone, which may include emergency or stressful situations. |
| 3. | Evaluates, screens, and disseminates information to appropriate person or agencies. |
| 4. | Receives, routes, duplicates and distributes a variety of reports; checks for clerical accuracy and completeness; codes reports for computer entry; and compiles data for reports. |
| 5. | Interprets data contained in records such as: determining appropriate disposition of inmates; calculating release dates and credit for time served for inmates; confirming protective orders; and making extradition determination. |
| 6. | Uses a computer terminal to enter and retrieve data from local, statewide, and national computer systems for criminal justice purposes. |
| 7. | Coordinates and tracks arrest of in-state and out-of-state wanted persons as well as inmates in transit. |
| 8. | |

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9.	Separates, sorts and files documents, reports, and other records; checks files in and out.
10.	Performs reception duties such as answering and referring telephone inquiries, directing individuals to proper locations, processing requests for public records and copies of reports, and serving as department information source.
11.	Processes court orders including expungements, warrants and subpoenas.
12.	Conducts interviews with inmates for the purpose of completing booking and release data.
13.	Writes supplemental police reports.
14.	Maintains activity records and logs which includes operations of various manual and computer systems.
15.	Researches and accesses files for criminal, statistical and historical information.
16.	Handles financial transactions including inmate trust accounts, service fees and bail monies.
17.	Performs records audit and validation.
18.	Processes Oregon Liquor Control Commission, fireworks, and class three federal firearms permit applications.
19.	Performs fingerprinting of county employees and the general public.
20.	Processes administrative paperwork of impounded vehicles to include: notices to owners, release documents, affidavits, and hearing notices.
21.	Performs court ordered mug and print of convicted subjects.
22.	Collects, sorts, distributes and dates highly confidential mail.
23.	Processes state sex offender registration.
24.	Takes applications for concealed handgun licenses, determines permit eligibility, fingerprints and photographs applicants, issues permits and maintains records.
25.	Types specialized returns on court-related documents, intricate property descriptions, complex data entry and retrieval and querying interagency files.
26.	Professionally handles difficult public contacts pertaining to the Sheriff's Office responsibilities and functions.
27.	Reviews court documents to determine if they are in compliance with the statutes.
28.	Serves processes at the Sheriff's office in accordance with Oregon Revised Statutes.

29.	Institutes procedures/processes for denial/revocation of concealed handgun licenses; and coordinates court hearings for revocation/denial issues.
30.	Coordinates administrative hearings concerning impounded vehicles. May be assigned additional projects or duties by the Communications/Records Supervisor, Sergeant, or Records Specialist.

Knowledge of (position requirements at entry):

- Modern office procedures, methods, personal computer equipment and mainframe equipment.
- Business English, spelling, grammar and punctuation; arithmetic, filing and record-keeping procedures; and telephone techniques.
- Operating characteristics of communication equipment used in the Department of Public Safety system.
- Oregon Revised Statutes, Oregon Rules for Civil Proceedings, and Oregon Administrative Rules as they pertain to criminal procedures, civil processes, state and federal firearms regulations, motor vehicle regulations, public records law, and records retention and destruction rules.
- Familiarity with the geography of Lane County and police jurisdictions.
- Current law enforcement and corrections computerized records systems (LEDS, AIRS, etc.)
- Departmental policies and procedures.

Skills in (position requirements at entry):

- Learn all assigned tasks readily, adhere to prescribed routines and develop skill in operation of office equipment and communications equipment.
- Maintain confidentiality by distinguishing between public records and confidential records.
- Act calmly and effectively in emergency and high stress situations.
- Understand and follow verbal and written instructions.
- Maintain clerical records and prepare accurate reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly with the public and deal effectively with hostile or stressful situations.
- Multi-task, meet deadlines, and prioritize workload.
- Identify problems and recommend solutions.
- Read, interpret and apply Oregon Statutes, administrative procedures and case law to current situations.
- Work a variety of shifts, including but not limited to days, swing and graveyard; work any day of the week, including but not limited to weekends and holidays.
- Keyboard at a speed of not less than 35 words per minute.

Training and Experience (positions in this class typically require):

Equivalent to the completion of the twelfth grade. One year of responsible clerical experience within law enforcement, corrections, a legal office, or as a paralegal with experience working directly with the public in a position involving multi-task handling, teamwork, responding to irate

or upset customers, filing, and cash handling, preferably within the law enforcement or corrections field, or a legal office, or as a paralegal. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

Possession of LEADS certification or ability to obtain within six months of initial appointment.
Possession of or ability to obtain Oregon Notary Public commission within six months of initial appointment.

NOTE:

This position is represented by Lane Co Peace Officers' Assoc.

Classification History:

De minimus change clarifying supervisory language approved by CAO & HR Manager 3/3/05 as outlined in memo of that date. Combined RO1 with RO2 creating the Records Officer classification per BO #22-09-13-09.

FLSA Status: Non-Exempt