

**ISLAND COUNTY CIVIL SERVICE**  
*Island County Sheriff's Office*  
**JOB DESCRIPTION**

**POSITION TITLE: CIVIL/RECORDS CLERK**

**STATUS:** LIMITED COMMISSION  
**REPORTS TO:** CHIEF CIVIL DEPUTY OR AS DESIGNATED  
**DATE:** 12/10/18

**1.0 MAJOR FUNCTIONS AND PURPOSE**

1.1 Employee in this position is responsible for providing clerical and administrative support for the Island County Sheriff's Office, with assignment to the Civil/Records (Administrative) Division.

**2.0 SUPERVISION RECEIVED**

2.1 Employee in this position is given significant discretion; within the scope of policy and procedures in the routine performance of his/her duties; supervision and guidance are received from the Chief Civil Deputy or as designed by the Chief Civil Deputy, Sheriff or Chief Criminal Deputy.

**3.0 SUPERVISION EXERCISED**

3.1 Employee in this position does not normally supervise paid staff. May provide guidance and supervision of citizen volunteers working in this Division.

**4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

4.1 Use a multi-line phone system responding to the public, law and justice agencies, and other government agencies when information is requested.

4.2 Greet visitors at the public counter, determine the nature of their business and refer or assist to the completion of their business.

4.3 Public Disclosure Requests: Receiving, processing, redacting, logging, sending, and understanding of the retention scheduled as it pertains to Public Disclosure Requests.

4.4 Warrants: The receiving, inputting, processing, second checking, and removal of warrants from the local, state, and national systems.

- 4.5 Protection Orders: Receiving, inputting, processing, second checking, and removal of protection orders. Preparing Protection Orders for service and filing a return of service after completed.
- 4.6 Fingerprinting: Concealed Pistol Licenses, employment, county vending permits, Washington firearm dealer license, and various other reasons.
- 4.7 Orders of Sale: Receiving, recording, scheduling, posting, mailing, filing, and crying of Orders of Sale. Preparing and filing of Returns of Service and Deeds.
- 4.8 Writs of Restitution: Receiving, processing, scheduling, posting, mailing, and filing of Writs of Restitution. Preparing and filing of Returns of Service.
- 4.9 National Incident Based Reporting System (NIBRS): The process of reading, coding, sending, and receiving all criminal reports taken by any Sheriff's Deputy. Preparing those reports and sending them to their appropriate locations (Prosecutor's Office, Child Protective Services, CADA, other law enforcement agencies, etc.).
- 4.10 Certification Letters: Process a local records check, process, notarize, and mail letter and coversheet.
- 4.11 Missing Persons: Verify entry from Jail Control Room, modify entry as needed, local data entry, build physical file, and send for second check.
- 4.12 Washington Crime Information Center/National Crime Information Center (WACIC/NCIC): Verify entry of stolen articles, vehicles, guns, etc. from Jail Control Room, modify entries as needed, local data entry, build physical files, and send for second check.
- 4.13 Vacating/Sealing Records: Locate physical file (if applicable), seal, destroy, etc. all documents related to court ordered sealing/vacating.
- 4.14 Work with Island County Prosecuting Attorney to receive and process Notices of Charging Decisions, Disposition Sheets, Sentencing Memorandums, and Subpoenas.
- 4.15 Conduct, audit, and validate criminal history data, and submit information to appropriate agencies.
- 4.16 Service of Documents: Receive documents for service from attorneys, other law enforcement agencies, and citizens over the counter and through the mail. Process those documents and prepare them for service by our Deputies. Complete and file a return of service with the appropriate Court.
- 4.17 Concealed Pistol License: Receive and process original, renewal, and replacement applications, fingerprint when necessary, run criminal history checks, process applications through the Department of Licensing, create and send out licenses/denial letters when appropriate.

- 4.18 Pistol Transfer Applications: Receive and process pistol transfers from firearm dealers, run criminal history and mental health checks, return to dealers if approved, send out denial letters when appropriate.
- 4.19 Washington Firearms Dealer Licenses: Receive and process original and renewal applications, fingerprint applicants, run criminal history and mental health checks, process applications through the Department of Licensing, create and send out licenses/denial letters when appropriate.
- 4.20 Vacation Checks: Receive through the mail, phone, fax, or email Vacation Checks from citizens, process, perform data entry, print, and provide to Sheriff Citizens on Patrol.
- 4.21 Perform other duties and tasks as directed.

#### **5.0 DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

- 5.1 Familiarity with tools, equipment and techniques commonly used in the performance of the outlined tasks.
- 5.2 Maintain high standards of accuracy, completeness and efficiency in the preparation of reports.
- 5.3 Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, and relate to various personality styles in a calm, professional manner.
- 5.4 Effectively communicate with others for the purposes of gathering and relating information.
- 5.5 Understand the need for and capable of maintaining confidentiality of sensitive information.
- 5.6 Independent and self motivated to meet required deadlines while simultaneously completing other tasks.
- 5.7 Familiarity with general office practices, including cash handling, word processing, and computer programs such as spreadsheets, e-mail and integrated databases.
- 5.8 Ability to word process on a computer keyboard with accuracy.
- 5.9 Ability to accurately account for daily receipts and transmit to depository.
- 5.10 Familiarity with Washington State Laws (Revised Code of Washington, RCW) and how to navigate the RCW's to obtain any information not known.

#### **EDUCATION, EXPERIENCE AND CERTIFICATES**

- 6.0 Possess a valid Washington State Driver's License.

- 6.1 Citizen of the United States, an applicant for a position of any kind under civil service, must be a citizen of the United States who can read and write the English language.  
RCW41.14.100
- 6.2 High school diploma or GED.
- 6.3 No record of felony conviction.
- 6.4 18 years of age.
- 6.5 Must have very legible handwriting.
- 6.6 Must always maintain a neat, clean, business-like appearance.
- 6.7 No record of gross misdemeanor/misdemeanor conviction for crime involving controlled substances or physical harm.

**CIVIL SERVICE REQUIREMENTS:**

*To be certified, applicant must meet the following, in addition to the above (paragraph 6.0):*

1. Pass a written examination.
2. Complete an oral board interview.

*If selected for placement from a certified list, applicant is required to meet the following:*

3. Pass a polygraph evaluation.
4. Satisfactorily complete a background investigation.
5. Complete a one-year probationary period.