

ISLAND COUNTY CIVIL SERVICE

Island County Sheriff's Office

JOB DESCRIPTION

ORIGINAL

POSITION TITLE: CIVIL/RECORDS CLERK

STATUS: FULL TIME, NON COMMISSIONED

REPORTS TO: CHIEF CIVIL DEPUTY

DATE: draft

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 (Administrative) Div.

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.

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 Perform clerical and secretarial functions, such as, data entry, word processing, filing, typing, reception and telephone answering.

4.2 Prepare reports from written requests, electronic recordings, handwritten drafts, verbal dictation, statements, legal documents, letters, or memorandums.

4.3 Maintain accumulative file records, physical and electronic.

4.4 As directed, compile data from varied sources and make entries or reports as required. This may involve statistical calculations, technical data and utilization of computerized data bases.

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

- 4.6 Greet visitors at the public counter, determine the nature of their business and refer or assist to the completion of their business.
- 4.7 Obtain correct information from others to complete own assignment.
- 4.8 Compute and receipt fees; balance daily accounts and transmit to depository.
- 4.9 Proofread own material to assure proper layout, grammar, composition, and completeness. Proofread the work of others as required.
- 4.10 Use common office machines, computers, calculators, recorders, copiers, faxes and other electronic equipment.
- 4.11 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 at the minimum rate of 35 words per minute.
- 5.9 Ability to accurately account for daily receipts and transmit to depository.

6.0 EDUCATION, EXPERIENCE AND CERTIFICATES

- 6.1 Possess a valid Washington State Driver's License.
- 6.2 Citizen of the United States.
- 6.3 High school diploma or GED.
- 6.4 No felony convictions.
- 6.5 18 years of age.

CIVIL SERVICE REQUIREMENTS:

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

- 1. Pass a graded computer keyboarding skill test at 35 wpm.
- 2. Pass a written examination.
- 3. Complete an oral board interview.

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

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

THIS JOB DESCRIPTION SUPERCEDES ALL PREVIOUS.

ADOPTED: 10 June 1999

BY: James K. Johnston
Commissioner

Alfred W. (Bill) Boyd
Commissioner

ATTEST: Maria A. Taylor
Chief Examiner