

SHERIFF'S RECORDS DIRECTOR

DEFINITION

Under general direction, plans, organizes, and directs the activities of the Records Division, serves as the "Central Repository of Records" for the Monterey County Sheriff's Office, and is responsible for planning, organizing and directing automated functions of the Sheriff's Office; and performs other related work as is required.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Records Division provides a wide variety of services to prepare, process, and retain criminal reports, criminal history records and arrest warrants for the Sheriff's Office, and other law enforcement agencies.

This is a single position, responsible for providing the expertise necessary to maintain leadership, guidance, compliance and technical competency in the area of records management and to independently direct the overall activities of the Sheriff's Records Division and to independently direct the automated programs and functions of the Sheriff's Office.

The Records Division is responsible for the preparation, processing, indexing, storage, retention, disposition of incident, traffic, and criminal reports as well as arrests, booking, and criminal history records and arrest warrants. The work of this position emphasizes responsibility for providing leadership necessary to establish goals, policy direction and guidance, and for sustaining professional and technical level support consistent with the Sheriff's management objectives.

This position is distinguished from the lower position of Sheriff's Records Supervisor in that the latter is responsible for managing the daily work activities of individual units of the Records Division; whereas the former is responsible for directing all units of the Records Division; and for directing automated functions of the Sheriff's Office.

EXAMPLES OF DUTIES

1. Plans, organizes, and directs, the activities, operations, and staff of the Sheriff's Records Division.
2. Ensures compliance with Federal, State, and local laws, rules and regulations pertaining to the maintenance and disposition of incident reports, arrest records, arrest warrants and automated data.
3. Ensures compliance with Federal, State, and local utilization of automated law enforcement records systems, to include CLETS and NCIC.
4. Directs the maintenance of the central record bureau for Monterey County Criminal Justice Agencies.
5. Establishes division procedures and directs compliance with divisional and departmental procedures and policies.

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6. Coordinates the activities of the division with other divisions in the department and with other criminal justice agencies.
7. Maintains statistical records on operational activities and prepares statistical reports.
8. Establishes guidelines for compliance with Federal, State, and local mandates for release of information from Sheriff's record systems.
9. Analyzes systems and procedures to develop and refine new methods and programs for law enforcement records management.
10. Prepares and administers the annual division budget.
11. Prepares oral and written reports.
12. Advises and confers with the Undersheriff, and Chief Deputy Sheriffs of Administration, Enforcement and Custody, and other county staff concerning activities and problems relative to operations and administrative/technical support functions.
13. Represents the Department before Federal, State, and local regulatory, advisory and governing bodies with respect to records management matters and automated programs.
14. Directs the hiring, training and evaluation of staff.

QUALIFICATIONS

License

Possession of a valid California Class C Driver's license is required by time of appointment or the ability to provide suitable transportation which is approved by the appointing authority.

Knowledge, Skills and Abilities:

A combination of experience, education and/or training which substantially demonstrates the following knowledge, skills and abilities:

Thorough knowledge of:

1. The functions and relationships of the criminal justice system, courts and law enforcement agencies.
2. Manual and automated records management systems.
3. Criminal justice information systems, system networks and services.
4. The principals and techniques of project management.

Working knowledge of:

1. The principals and practices of organizational management, personnel management and supervision.
2. The principles and practices of fiscal management and budgeting.

Skill and Ability to:

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1. Manage, direct, supervise, control and evaluate the activities and staff of the Sheriff's Records Division.
2. Organize and administer an automated criminal record system unique to law enforcement.
3. Develop long term strategy for the most effective use of automated systems.
4. Interpret and apply provisions of federal, state and local legislation, rules and regulations pertinent to the administration of the Records Division.
5. Apply legal requirements and standards relating to the maintenance and release of information.
6. Establish divisional procedures and ensure compliance with divisional and departmental policies and procedures.
7. Analyze systems and procedures to develop new methods and improvements for criminal justice information records management.
8. Assemble, analyze, evaluate data and prepare clear and concise correspondence, reports, and statistical reports.
9. Ability to provide excellent and courteous customer service and establish and maintain effective working relationships with those contacted through work.
10. Testify in court.
11. Operate a personal computer.
12. Communicate effectively orally and in writing.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically a combination of:

Education:

Completion of coursework leading to a bachelor's degree in public administration or a closely related field.

AND

Experience:

Four years of increasingly responsible experience performing duties related to the management of records with a law enforcement agency.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Successfully pass a complete background investigation that will include a voice stress analysis (similar to a polygraph examination).
2. Provide a telephone number or means in which employee can be reached.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory ability required for this classification includes:

1. Sight, speech and hearing sufficient to function in a typical office environment.
2. Ability to remain seated and work at a desk and/or computer for extended period of time.
3. Finger dexterity to operate a computer keyboard.

CLASS HISTORY

Class Code: 36B02
Established Date: April 1989
Revised Date: March 1999

Bargaining Unit: X
EEO Category: P
Work Group: 02
Worker's Comp. Code: 8810

LJ
3/99

Approved by:
Leanne K. Johnston
Assoc. Personnel Analyst
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