

# **Monroe County Sheriff's Office**

## **CLASS TITLE: DETENTION RECORDS ASSISTANT**

Pay Range: 7  
Exempt: No  
Shift: 8 HR w/o Holidays

This class involves the production, maintenance and processing of accurate, timely and complete records on information relating to a wide variety of law enforcement, corrections and court process activities. The work may involve data entry and retrieval; verifying warrants; expunging criminal conviction data; bank deposits; notices to appear, writs of execution; filing reports; and/or providing any clerical support necessary to insure the timely processing of records, files, court orders and other paper work. The worker maybe assigned to Intake and Release, Classification, Property, or Main Control. Work is performed under the supervision of the Records Director, or Records Supervisor, in accordance with established procedures.

### **QUALIFICATIONS REQUIRED**

High school diploma or equivalent. Sufficient office experience to have acquired skill and understanding of record keeping and data entry. Experience should include the operation of data entry devices, keyboards, duplicating machines, etc.

### **JOB COMPLEXITY**

Work is performed independently; worker receives assignments from Records Director, or Records Supervisor. Work requires the ability to locate, collect or derive information before acting.

### **CONSEQUENCE OF ACTIONS**

Perform routine functions, which support processes internal to the Agency. Ensure proper preparation of prisoner packets for accuracy and the punctual releasing of inmates, responsible for receiving and checking incoming mail for contraband, assist in the security of the facility, responsible for sorting, checking, and entering property received, responsible for the classification of inmates.

### **ASSETS**

Work does not involve responsibility for significant assets.

### **WORK CONTROLS**

Work is performed independently under the general direction of the Records Director, or Records Supervisor.

### **PERSONAL CONTACTS**

Contacts are with members of the agency, federal, state and local government agencies and occasional contact with inmates.

### **SAFETY OF OTHERS**

Position involves the safety of coworkers, inmates and the public.

## **PHYSICAL EFFORT**

Work may require long periods of operating keyboard devices or visual display terminals. Work may require lifting up to 50 pounds.

## **HAZARDS:**

Work surroundings present exposure to airborne and blood borne diseases, i.e. tuberculosis, hepatitis and AIDS, exposure to crabs, lice, maggots, open sores, and feces.

## **WORK ENVIRONMENT**

Work is performed in an enclosed restricted environment that may cause some discomfort or unpleasantness.

## **SUPERVISORY AUTHORITY**

Work requires no significant supervisory authority.

## **PERSONNEL SUPERVISED**

Work requires no supervision of Sheriff's Office personnel.

## **EXAMPLES OF DUTIES**

Files any of a variety of reports, forms and records.

Fills out forms, logs report and perform copying as necessary.

Prepares paper work from arrest folders.

Updates mug shot books and other records.

Classifies reports for Uniform Crime Reporting to ensure proper coding.

Enters and retrieves data from the Criminal Justice Information System (CJIS) and the Florida and National Information Systems (FCIC).

Cross-reference subjects concerning warrants and extradition data available.

Process warrants, incident and accident reports and expunges criminal arrest data as necessary. Check forms, records and reports to ensure that information is correct and complete.

Maintains file card references.

Ensure inmates attend first appearance in a timely manner.

Ensure inmates entering the facility have regulation uniforms.

Responsible for the maintaining archives files.

Responsible for depositing inmates monies.

Responsible for storage, inventory, receiving, and releasing inmate property.

Responsible for the Property/Mail Room Log.

Coordinate the receiving or releasing of inmate property.

Assist in the processing and distribution of inmate uniforms and supplies.

Ensure that inmate property and money are securely stored.

Coordinate visitations between inmates and visitors.

Answers telephone and provide other clerical support as directed.

Assists in training other Records Assistants and in monitoring data entries for completeness and accuracy as required.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of office practices and procedures.

Knowledge of correct English usage.

Knowledge of filing and basic record keeping.

Ability to read and follow instructions.

Ability to type at a moderate speeds (25 wpm) and operates standard office equipment.

Ability to alphabetize codes numerically rank, sort and batch.

Ability to operate data terminals.

Ability to use reference materials, manuals and guides related to the work.

### **REQUIREMENT**

Required to obtain the Florida Department of Law Enforcement (FDLE) National Criminal Information Center / Florida Criminal Information Center (NCIC/FCIC) certification.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Monroe County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

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