



Class Code: 04-2016  
FLSA: Non Exempt  
EEO: 06  
Bargaining Unit: 04  
Revised: 10/2020

## **LAW ENFORCEMENT RECORDS TECHNICIAN**

### **DEFINITION**

Under general supervision, learns to perform a variety of office assistance and law enforcement support duties; maintains confidential and public department records and reports; learns to enter law enforcement related data into computerized systems; may maintain crime index and case files; collects and processes monies and maintain receipt records; learns to process warrants; responds to information requests from the public; may monitor and check-in visitors at the Lake County Jail facility; conducts inventories; performs general office support assignments; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Law Enforcement Records Technician class series. Incumbents learn to maintain department records and reports. Law Enforcement Records Technician incumbents perform many assignments in a training and learning capacity. When an incumbent becomes familiar with Department records and computer systems and department policies, as well as demonstrates good sustained work performance, incumbents may be promoted to the Law Enforcement Records Technician, Senior.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to a variety of supervisory or management positions depending upon the department or program area where assigned. This is not a supervisory class.

### **EXAMPLES OF ESSENTIAL DUTIES**

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Receives and processes a variety of law enforcement information and/or reports and enters information into computer systems, ensuring accuracy.
- Maintains and updates case files.
- Transcribes information and prepares reports for sworn officers and/or others, as needed.
- Receives a variety of public information requests, providing information, and/or routing requests to other appropriate department staff.
- Distributes reports to other law enforcement agencies.
- Reviews data requests and retrieves information from various databases.
- Verifies the proper recording of documents.
- Use considerable discretion in determining the priority of responses to requests and transferring data to other agencies.
- Performs a variety of office, administrative, and general support assignments.
- Compiles mandated state and federal statistics on a regular basis, as required.
- May prepare insurance company reports as requested by the public.
- May collect/process monies and maintain receipt records.
- May maintain and update crime index logs.
- May fulfill background information requests and maintain files for other law enforcement and public agencies.

- May operate the CLETS system to enter and access information.
- May contact other appropriate law enforcement agencies pertaining to warrants, disposition of charges, and extradition of prisoners.
- May check-in legal, professional, and family visitors at the correctional facility, as well as individuals turning themselves in for jail time.
- May escort visitors to appropriate locations within the correctional facility.
- May index, select, cross-reference, and arrange records, documents, and correspondence in a variety of files and computerized information systems.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Correct English grammar, usage, and spelling.
- Modern office methods and procedures.
- Proper telephone techniques and procedures

### **Ability to:**

- Learn the operating policies, procedures, and functions of the department to which assigned.
- Learn the laws, codes, rules, and regulations related to law enforcement records and reports.
- Learn to operate computerized systems and teletype equipment.
- Use sound judgment in handling sensitive material.
- Understand and follow oral and written directions.
- Read, analyze, and interpret laws, codes, rules, and regulations impacting maintenance and release of information in law enforcement records.
- Evaluate situations and respond appropriately.
- Use a computer keyboard to enter and extract a variety of data and information.
- Perform a variety of administrative, general, and office support work.
- Deal tactfully and courteously with the public and other staff.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

### **Licensing and Certifications:**

Possession of, or ability to obtain, a valid California driver's license.

A successful candidate will be required to submit to, and pass, a variety of rigorous background checks prior to appointment.

### **Education and Experience:**

One (1) year of office support work experience in a position having substantial public contact.

## **WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Light Work:** Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Positions in this class may require local and statewide travel as necessary.

**Special Work Hours:** Incumbents must be willing to respond to emergency situations during off-hours and work beyond normal working hours, including weekends and holidays.

**Disaster Service Workers:** As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

**The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.**