

LINN COUNTY CLASSIFICATION

TITLE: RECORDS MANAGER

NUMBER: 693

PAY RANGE: 15

**CATEGORY: MANAGEMENT/EXEMPT (SO)
2005**

APPROVAL ORDER

NUMBER: 2005-389

DATE: July 20,

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs supervisory duties over persons assigned to records functions. Performs clerical and records maintenance work performed by Service Aides. Assists in the training of new employees.

SUPERVISION RECEIVED: Works under the supervision of the Support Services Division Captain who assigns specific duties. Exercises personal judgement in the interpretation of laws, rules and operating procedures. Work is reviewed by the Support Services Division Captain.

SUPERVISION EXERCISED: Exercises general supervision over employees assigned to the Records Section. The Records Manager assists in the formulation and implementation of management decisions and policies. The Records Manager assigns and directs subordinate personnel. When appropriate, employees in this classification may recommend action for adjusting grievances, discipline, suspension (with pay) and rewarding subordinates.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform supervisory duties for records functions within the Sheriff's Office.
2. Execute lawful orders of the Courts as they pertain to records, warrants and returns.
3. Perform the duties of a Services Aide.
4. Provide information and advice concerning specialized or technical services rendered or related to office functions, including response to difficult problems and questions raised by the public.
5. Assign, coordinate and schedule the work of personnel; explain new or revised policies and procedures; provide advice and technical or other assistance as needed; train new employees.
6. Review and evaluate work of personnel and advise of changes or improvements when necessary.
7. Prepare statistical and written reports and analysis relating to records functions. Oversee Law Enforcement Data System (LEDS) training.
8. Aid in schedule preparation and budget planning.

9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work which may be similar to, or a logical assignment for the position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the principles of office management. Thorough knowledge of spelling, punctuation, capitalization, word usage and sentence construction of the English language sufficient to detect and correct errors in prepared material and to compose basic correspondence.

Skill in the operation of a computer, word processor, transcribing equipment, and other office equipment. Ability to work independently on difficult or complex clerical tasks.

Ability to make decisions independently in accordance with established policies and to use initiative and judgement in accomplishing tasks and responsibilities with general instructions and guidance. Ability to plan, organize and supervise the work of personnel. Ability to exercise good judgement, courtesy and tact in dealing with employees and the public and in making proper disposition of problems.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a two year college with an Associates Degree. Four years of responsible office and management experience including at least one year experience in a County Sheriff's Office. Graduation from a senior high school or the equivalent GED Certificate. Any other satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Must pass a comprehensive psychological examination. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Law Enforcement Data System (LEDS) certification within one year of appointment. Must possess and maintain a valid First Aid and CPR certification.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed in an office environment and is essentially sedentary in nature. The work requirements include the ability to see, talk and hear, sit, drive a motor vehicle, use hands to finger, handle or operate objects or controls; reach with hands and arms and lift or move thirty (30) pounds.