

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only

(X) Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: Position Reclassification – Sheriff’s Office

<p>Background: The Sheriff has been seeking to reclassify two positions. The request is based on the added duties to the positions and comparable positions in other local agencies. Under the request, the West Office/Front Office Clerk positions at Range 5-25 will be reclassified to Law Enforcement Records Specialist positions at Range 5-35. The monthly fiscal impact will be about \$1,300.</p>	<p>Requested Action: Approve reclassification of West/Front Office Clerk positions to Law Enforcement Records Specialist position, Range 5-35 effective July 1, 2021</p>
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ATTACHMENTS: Job Description

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- () Fiscal
- (X) Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: January 19, 2022

Action taken:

9. Process public records requests in accordance with the Oregon Public Records Law, Umatilla County Sheriff's Office policy, L.E.D.S. policy and CJIS policy.
10. Patrol Body Cam video system retention and documentation for cases.
11. Patrol Vehicle video system retention and documentation for cases.
12. Video review and redaction for records requests to comply with Oregon Public Records Law.
13. Document and photo redaction for record requests to comply with Oregon Public Records Law.
14. Retrieve and process analytical reports from the OSP Crime Lab database, update RMS and hard case file, and notify investigating officers and supervisors.
15. Process criminal citations, enter into RMS, disseminate to courts with proper documentation.
16. Process vehicle impound forms, provide notice to appropriate entities, enter into RMS.
17. Review vehicle impound release requests and generate approval forms.
18. Enter pawn records into RMS.
19. Purge criminal case records yearly according to Oregon record retention laws, ORS and OARs including purge from hard files and appropriate record management systems. Maintain reference record of purged files.
20. Execute Expungement, Seal and Set Aside Orders from the court and document compliance with those orders.
21. Create and update UCSO internal forms as needed e.g. Public Records Request form, Stolen Vehicle Report, PC Affidavit form.
22. Process Jail records requests and maintenance.
23. Athena PD historical criminal case records security, release, and maintenance.
24. Weston PD historical criminal case records security, release, and maintenance.
25. Maintain current knowledge of public records requests and retention laws by attending trainings and participating in OLERA.
26. Recommend policy changes to the division supervisor as appropriate.
27. Provide guidance and training to record clerks within the division.
28. Maintain confidentiality of documents, correspondence and communications with the department.
29. Assist the public (both in person and on the phone) with questions regarding the disposition of cases, the record request process, contacting a deputy and referral to other agencies.
30. General office duties e.g. typing, data entry, filing, scanning, copying, answering phones, etc.
31. Other duties as assigned.

OTHER DUTIES OF POSITION

The duties of the LE Records Specialist can be changed as needed, consistent with the nature of the position, to serve the goals of the Sheriff's Office. The statements contained herein reflect general details as necessary to describe the principal functions of the position. They **should not** be considered an all-inclusive listing of work requirements.

REQUIREMENTS FOR POSITION

Experience and Training

- Must possess a High School Diploma /GED
- LEDS certification (both Inquiry and Entry level) is required within 90 days of employment
- Public Notary for the State of Oregon required within 3 months of employment

Knowledge, Skills and Abilities

- Excellent typing, data entry, and computer skills (including photo, audio and video records)
- Excellent verbal and written communications skills
- Excellent organizational skills
- Proficient at transcription
- Excellent customer service skills

- Ability to interact professionally with people in all types of difficult situations.
- Ability to perform with minimal supervision
- Extensive Knowledge of Oregon Public Records Law – especially as it applies to Law Enforcement
- Knowledge of legal terms and the process of the criminal justice system

SPECIAL QUALIFICATIONS

- Must pass an extensive background investigation and be CJIS compliant

PHYSICAL DEMANDS

The physical demands described here are presentative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use their hands to operate office equipment, carry large case files and office equipment. Visual acuity is necessary for performing necessary functions of the job; requires speech and auditory ability sufficient to carry on clear conversations; sufficient hand/eye coordination to operate a computer keyboard , recognize words and numbers, and review photos and videos in detail. Must be able to lift and carry up to 60lbs most commonly in the form of boxed case files.

TOOLS AND EQUIPMENT USED

Equipment related to law enforcement records and general office operation, including but not limited to; computers and computer programs, including word processing, data bases, video and audio retention and redaction systems, internet and online databases, spreadsheets, record management systems, telephone, copier, scanner and others.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works in an office environment and rarely works in outside weather conditions. The noise level in the work environment is usually quiet. While performing their principal duties, the employee will be exposed to photos, reports, videos, audio recordings or other media that contain graphic and disturbing images, language and substance. The exposure can be for long periods of time with detailed review required during processing of cases, transcriptions, and frame by frame exposure during video redactions. While processing records requests, the employee is exposed to frequent contact, both in person and on the phone, with members of the public who are the victim of a crime, reporting a crime, a suspect, a defendant, a surviving family member, are emotionally distressed, irate, threatening, or have mental health issues or substance abuse issues.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date