

## RECORDS MANAGER

GRADE 31

FLSA Status: Non-Exempt

### **GENERAL DEFINITION OF WORK:**

Performs difficult professional and responsible administrative work in planning, designing, structuring, implementing and controlling the Sheriff's Office Records. Work involves managing the operation of an offsite records storage facility.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages and coordinates the operations of the Sheriff's Office Records division;
- Coordinates and supervises the administrative processing of criminal arrest warrants ensuring accuracy of the on-line computerized warrant system;
- Coordinates proper personnel and distribution of workload to get all records data entered accurately and up-to-date in a timely manner;
- Ensures that warrant information is maintained in compliance with applicable laws and regulations of the count, state and federal laws, ordinances, police department general orders, and criminal justice policies, practices and procedures;
- Develops procedures and guidelines to implement the policies, practices and procedures of records management;
- Assures compliance with state, County and Federal laws in regards to Records Management and Retention;
- Evaluates records management software programs; troubleshoots problems in the flow of information both input and output in the computerized system of the Sheriff's Office Records Division;
- Keeps abreast of new technology and standards that affect record management;
- Represents the Sheriff's Office Records Division and their concerns related to the development, design, and plans related to new record management system through the application of information technology;
- Analyzes records management system to identify areas where improvement can be obtained;
- Analyzes workloads to maximize the effectiveness and efficiency of the Sheriff's Office Records Division;
- Facilitates cross-functional and intra-bureau committees, focus groups and task forces to improve employee and system performance;
- Manages changes in the Sheriff's Office Records Division structure for re-organizational design, decentralization and modification of work flow;
- Provides advise, guidance and training for the Sheriff's Office Records Division staff;
- Conducts performance evaluations for subordinate staff directly supervised and assists in the performance evaluation of subordinates supervised by line staff;
- Participates in the recruitment, interviewing and selections of applicants for vacant positions.
- Performs other related duties as assigned.

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

Thorough knowledge of the management and operation of a Records Center; thorough knowledge of records and information management principles and practices; general knowledge of information handling technologies to complex records storage and retrieval applications; ability to apply information technical procedures to complex records and retrieval applications; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationship with County employees and the general public; ability to plan and organize the work of others; ability to supervise and evaluate the work of subordinates.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to an Associate's Degree in Liberal Arts or a related field; and 2-3 years of experience in law enforcement records management; and 1-2 years supervisory experience.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Must pass criminal history background investigation and polygraph test. May be required to possess and maintain VCIN/NCIC certification. Must be a Notary Public of the Commonwealth.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.