

## **FORSYTH COUNTY, GEORGIA CLASSIFICATION DESCRIPTION**

### **CLASSIFICATION TITLE: RECORDS ADMINISTRATIVE SPECIALIST**

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#### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform specialized/complex administrative/clerical work and to process information/documentation relating to the Sheriff's Office Records Section.

#### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Assists citizens with filing open records requests, records restriction; take payments; provide receipts; answering requests internally and externally which involves research for reports or statistics.

Printing, redacting, and preparing reports for media on a daily basis.

Processing and logging in of incident report attachments, accident report attachments; making copies of reports; collect mail and distribute to appropriate individuals; filing completed report attachments after data is entered into system.

Releasing and processing of paperwork of impounded vehicles at the Sheriff's Office lot.

Enters all citations into Sheriff's Office data system; maintains copies of citations; researches citations upon request.

Processes all revocations and suspensions of driver's licenses from the Sheriff's Office to the Department of Motor Vehicles.

Receives copies of juvenile complaints from Clerk; maintains records of complaints for case tracking; forwards copies of complaints to appropriate individuals; maintains statistical data pertaining to referrals and enrollments; seal juvenile citations as needed.

Sorts/prepares traffic citations, incident reports, and accident reports for data entry; reviews and corrects incident/accident reports; enters citations/reports into computer; prepares cover sheets and forwards citations/reports to appropriate departments; troubleshoots problems; ensures delivery of juvenile citations and complaints to Clerk and District Attorney.

Operates national and/or state criminal information computer (NCIC/GCIC) system to retrieve information pertaining to criminal history, driver history, vehicle registration, warrants, stolen property, missing/wanted persons, or other data; utilizes Autotrack computerized identification system to research locations, telephone numbers, date of birth, or other data on individuals; provides information to law enforcement personnel, or other authorized individuals; ensures integrity/security of data and adherence to NCIC/GCIC requirements.

Compiles materials/information to assist with cases.

Assists with inmate records, records inventory; seals juvenile citations as needed.

Maintains inventory of all records stored in the Sheriff's Office; stays current on State records retention schedules; ensures that records and electronic files in the Sheriff's Office are destroyed or deleted when appropriate.

Coordinates with all sections/units in the Sheriff's Office to maintain records retention schedules, transport and storage or removal of records.

Creates, edits, distributes and maintains all Sheriff's Office forms.

Assists in planning/preparing for meetings of boards, committees, or other groups; coordinates meeting facilities, equipment, and refreshments; prepares and distributes agendas, meeting notices, meeting packets and related documentation; records and/or transcribes meeting minutes, maintains meeting books or other records.

Maintains a comprehensive, current knowledge of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Assists in coordinating all activities associated with the process of reaccreditation for national and state accreditation.

Assists supervisor in the preparation of all policy updates; assists in new software implementation process.

Maintains and updates logs of employees with key access to courthouse and employees with MDT's.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures; receives, reviews, records, types, and/or distributes documentation; enters data into computer systems; logs, tracks, or maintains records regarding department activities; compiles data for further processing or for use in preparation of department reports; maintains computerized and/or hardcopy records.

Assists in coordinating daily activities of assigned department/division; provides support to department/division management staff; coordinates communications and conveys information among department/division personnel; works to independently resolve problems and initiates appropriate action/response.

Answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; retrieves messages from voice mail or answering machine; initiates and returns calls as necessary.

Performs customer service functions; provides information/assistance regarding department/division services, activities, locations, procedures, timeframes, documentation, fees, or other issues; distributes forms/documentation as requested; responds to routine questions or complaints; researches problems/complaints and initiates problem resolution.

Receives monies in payment of various fees/services; records transactions and issues receipts; posts payments into computer; counts and maintains cash drawer; balances revenues and forwards revenues as appropriate.

Monitors inventory of department/division supplies and forms; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies.

Maintains petty cash fund for area of assignment; ensures proper receipts/documentation of expenditures; balances fund and requests reimbursements as needed.

Writes work orders to report problems or request repair/service; identifies priorities and forwards work orders to appropriate service personnel; notifies management of emergency situations; enters work order data into computer; monitors status of open work orders.

Conducts research of department files, court/legal records, database records, electronic data sources, hardcopy materials, Internet sites, or other sources as needed.

Types, composes, prepares, or completes various forms, reports, correspondence, lists, statistical reports, case files, case files/summaries, or other documents.

Receives various forms, reports, correspondence, logs, lists, schedules, calendars, payments, timesheets, citations, incident reports, accident reports, victim impact statements, case documentation, court documents, legal documents, complaints, laws, regulations, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, case management, presentation, calendar, Internet, e-mail, or other programs.

Maintains file system of various files/records for the department/division; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

Performs general clerical tasks, which may include making copies, sending/receiving faxes, updating department documentation, sorting/distributing incoming mail, or processing outgoing mail.

Performs basic maintenance of computer system and general office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Communicates with supervisor, employees, other departments, court personnel, attorneys, defendants, vendors, the public, state/federal agencies, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains confidentiality of departmental documentation and issues.

### **ADDITIONAL FUNCTIONS**

Performs general tasks, which may include delivering documentation to/from other offices or transporting banking transactions.

Attends various meetings as needed.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in business administration, bookkeeping, office administration, and personal computer operations; supplemented by one (1) year previous experience and/or training involving office administration, customer service, bookkeeping, record management, personal computer operations, and experience in specific area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Will be required to pass a background investigation and obtain and maintain a GCIC/NCIC certification. Must possess and maintain a valid State of Georgia driver's license. May require possession and maintenance of valid State of Georgia Notary Public certification. Typing speed of 30 words per minute required.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*Forsyth County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*