

PACIFIC COUNTY SHERIFF'S OFFICE CIVIL CLERK JOB DESCRIPTION

GENERAL STATEMENT:

The Civil Clerk position provides a variety of specialized information and records maintenance functions for the Pacific County Sheriff's Office. Employees provide assistance to the public and perform various office support work for the Pacific County Sheriff's Office and other law enforcement agencies, in person, over the phone, and by written correspondence. Work involves a variety of support service tasks: providing timely, reliable and accurate information in response to inquiries from the public and other law enforcement agencies; researching crime and suspect information; and processing a variety of records, logs, court documents and other paperwork. In addition, employees in this position may receive special related assignments as required.

The work requires a high degree of confidentiality, accountability, responsibility and accuracy. It requires the employee to handle many tasks simultaneously and to continually prioritize work.

Work is performed independently after reaching full performance level. Work is reviewed periodically for timeliness of completion, accuracy, adherence to established policies and procedures and service provided.

Essential Job Functions:

Act as receptionist. Respond to in-person counter inquiries and multi-line telephones and refer individuals to the appropriate agencies or departments. Provide information to the public following departmental policies, procedures, guidelines and Washington State Codes or Pacific County ordinances. Issue permits (weapons and forest harvest).

Enter and retrieve a variety of data and information from various law enforcement computer systems including WACIC, NCIC, ACCESS, CAD, LJS and SPILLMAN LAW ENF. Systems. Enter, research, and retrieve information from County databases. Research driver's license and vehicle information. Run background checks and order credit checks. Obtain Department of Licensing photos and contact other police agencies.

Oversee the general filing of criminal and administrative records and manage their retention. Ensure compliance with applicable federal and state public disclosure laws by following procedures and guidelines. Utilize discretion in the interpretation of public dissemination and right to privacy as required by related State and Federal statutes. Maintain current knowledge of laws pertaining to the release of records.

Communicate with courts, Prosecutor's Office, schools, businesses and the general public to obtain, convey and verify information. Forward reports to the appropriate staff person. Act as a liaison between public agencies, the Prosecutor's Office and the Sheriff's Office regarding ongoing investigations. Assist in reviewing reports released to the media. Distribute court notices and subpoenas as appropriate.

Devise and evaluate office procedures, technical filing and indexing systems.

Ability to:

Communicate clearly, courteously, cooperatively, and efficiently with people, in person or by telephone, from diverse racial, economic, and ethnic backgrounds. Learn federal and state laws, and established principles, practices and procedures as related to law enforcement. Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work. Complete tasks within prescribed time frames.

Thorough Knowledge of:

Office management and bookkeeping practices. General office procedures. The use and care of personal computers, related peripherals and computer software programs including Word & Excel. Business English, composition, spelling and punctuation. Legal and technical terminology related to areas of assignment.

Qualifications:

Four years of progressively responsible experience in the area of office administration, research and/or analysis or a related field, including six months supervisory/lead worker experience, is required; or any equivalent combination of related education, training and experience which provides the applicant with the desired skill, knowledge and abilities required to perform the work.

Experience in a law enforcement environment or legal office is highly desirable. Previous computer experience is required. Experience using the most current releases of Microsoft Word, Excel, Access, and Power Point is preferred.

Good interpersonal skills to be demonstrated during telephone communications and personal interaction with public and staff that reflect the professional image of the office are required.

Licenses, certificates and other requirements:

In accordance with RCW 41.14.100, applicants must be a citizen of the United States who can read and write in the English language.

Must possess or be able to acquire a Notary Public certification.

Must be able to pass a multi-phase testing process, extensive background investigation, polygraph and psychological test.

Civil Clerk Job Duties Include:

1. Enter, copy, log and disburse CITS.
2. Enter civil processes. Receive fees.
3. Prepare RSO files. Enter, log, change addresses.
4. File and stamp Harvest permits and look up addresses.
5. All CPL; i.e., keeping application copies made & updated. Issue, receive and balance payments.
6. File firearm transactions quarterly per NICS procedure.
7. Keep records of gambling establishments.
8. Enter all Protection orders.
9. Work flow reports to Prosecutor's Office.
10. Copy and mail records checks.
11. Look up, copy, and log casefiles.
12. Answer phone and front counter courteously.
13. Track RSOs.
14. Keep calendar of vacations.
15. Disburse payments to WSP, DOL & Treasurer's Office.