



Job Description

TITLE: Records Technician	JOB CODE: 4920
DEPARTMENT: Sheriff's Office	FLSA: Non-Exempt
PREPARED: September 11, 2018	FLSA CLASS: Clerical
UPDATED: January 22, 2023	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under general supervision, performs a variety of administrative duties for assigned division (i.e. NCIC Warrant Division; Detective Division; Patrol Division; Court Services Division). Enters reports, court paper services, NCIC entries, and distributes to appropriate agencies; runs background checks; corresponds and mails offense reports to insurance companies and requesters; maintains files, logs, and coordinates court ordered transports.

Reporting Relationship: Records Technicians assigned to Records report to the Civilian Operations Supervisor. Records Technicians assigned to the Civil Division report to the Support Services Sergeant. Records Technicians assigned to NCIC report to the IS Manager.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Process offense reports, traffic accidents traffic citations, and other related documents, and upon verification of complete and accurate records will enter to the records management system; compiles and distributes information on background checks, misdemeanor, and non-status juvenile case files, and referrals; enters criminal trespasses; and other duties primarily for Patrol Division.
- Prepares, enters, and maintains all records pertaining to court services and the service of civil processes such as subpoenas, return of services, writs, etc., and other duties primarily for Court Services Division.
- Prepares, enters, removes, and maintains proper documentation for entries such as warrants, stolen property, guns, and vehicles, in accordance with NCIC (National Crime Information Center) regulations and the local agency system regulations and other duties primarily for NCIC Warrant Division.
- Prepares, enters, and maintains felony case reports and correspondence; felony juvenile case files and referrals; correspondences and other duties primarily for Detective Division.
- Assists other law enforcement agencies, correctional facilities, Adult and Juvenile probation offices; attorneys and the public by telephone, mail correspondence, and in person to obtain public records; paper service documents; warrant information; criminal history checks; background checks – specific to the individual divisions.
- Answers and directs telephone calls to appropriate individuals; takes messages; opens, routes, and responds to incoming mail; enters data on subpoenas and notice of trials.
- Prepares and distributes reports and documentation; enters reports prepared by officers to the reports management system and distributes them to appropriate courts and the District Attorney; prepares mailings to other agencies as required.
- Prepares weekly, monthly, quarterly, and annual reports that are required for each specific division. Routes specific reports to the Uniform Crime Reporting Center and the FBI Center; prepares statistical reports on the number and types of papers served and the money collected, and case assignments. Routes NM MVD paperword and citations for State processing. Documents and packages intoxilyzer items and paperwork to NM Scientific Lab. Prepares and routes to the NM Department of Public Safe, NCIC validation reports to ensure the accuracy of records.
- Coordinates activities with the district and the magistrate courts; follows up on missing information or documentation required for paper service and NCIC entities.

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- Coordinates prisoner extradition and patient evaluation transports. Completes reconciliation of final expenses incurred during transport and extradition of prisoners. Processes court ordered restitution payments.
- Maintains files of reports and documentation; follows records retention procedures to update files and move to the Records Storage area.
- Maintains documentation of all NCIC transactions for the office and submits to state and federal auditors upon request.
- Coordinate with detective division to follow up on federally mandated validation of NCIC records and updates the FBI files accordingly.
- Maintains files of reports and documentation; follow records retention procedures to update files and destroy as per NCIC rules and state statute.
- Receives fees for paper service, offense and traffic crash reports, other records and prepares daily deposits for the County Treasurer's Office.
- Performs an interoffice mail run to pickup and deliver mail and supplies to the substations, district and magistrate courts, detention center, training facility, and communication center.
- Handle sensitive and confidential data and ensure the quality and integrity of all information produced.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in working independently and as a team member.
- Skill in identifying and utilizing justice system resources and services.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff, and the general public.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.
- Skill in the use of a personal computer, standard business software, and Web-based talent management software programs.

Education and Experience

- High School diploma or GED equivalent; Associates degree preferred, and two (2) years of general office and/or records management experience; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Demonstrated customer service experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.
- Must receive NCIC certification within six (6) months of hire if working with NCIC Division duties.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling, and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

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Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____