



Job Description

TITLE: Records Technician	JOB CODE: 4923
DEPARTMENT: Adult Detention Center	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Clerical
UPDATED: April 11, 2022	WORK LOCATION: Farmington, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision, sets up and maintains accurate inmate criminal history records; evaluates and completes inmate criminal history records; maintains confidentiality and uses discretion in releasing information; maintains and updates files.

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.*

- Assists general public in a prompt and courteous manner.
- Answers telephone promptly and courteously.
- Accurately types, updates and maintains inmate criminal history records on a daily basis.
- Scans records using electronic scanning device as directed by supervisor.
- Searches and confirms inmate record inquiries quickly and efficiently.
- Makes copies of records for various agencies.
- Conducts computer record searches.
- Determines the confidentiality of records and the information allowed for release.
- Performs general office duties such as: typing correspondence, filing, screening telephone calls, scanning records, sort and log incoming mail, and related tasks.
- Completes and files records in a timely manner.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of detention records and their confidentiality.
- Knowledge of office practices and procedures.
- Knowledge of County policies and procedures.
- Knowledge of applicable detention policies and procedures.
- Skill in filing both alphabetically and numerically.
- Skill in working effectively with other Law Enforcement and Detention facilities.
- Ability to remain calm under stress or when working with potentially hostile or upset individuals.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in establishing and maintaining effective working relationships with County staff and the public.
- Skill in compiling and preparing reports and related information.
- Skill in following oral and written instructions, policies and procedures.
- Skill in keyboarding and the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.
- Skill in the use of general office equipment such as copier, fax and scanner.

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Education and Experience

- High School diploma or GED equivalent and one (1) year of office clerical experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

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.
- Full-time work hours for this position consist of rotating shift work, nights and weekend shifts and overtime. Rotating shifts is a requirement for the operations of this facility.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- May be required to work in a moderate to loud noise environment.
- Requires flexibility in a constantly changing environment.
- 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.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____