



Job Description

TITLE:	Sex-Offender Program Technician	JOB CODE:	6027
DEPARTMENT:	Sheriff's Office	FLSA:	Non-Exempt
PREPARED:	10/29/2008	UPDATED:	August 31, 2020

Summary:

Under general supervision, the Sex-Offender Program Technician works jointly with the SORNA Unit Deputy to register and deter sex-offenders from re-offending, and ensures that the Sheriff's Office is meeting all statutorily mandated requirements of sex-offender registration, monitoring and notifications.

Reporting Relationship: The Sex – Offender Program Technician reports to the Detective Lieutenant.

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.*

- Manages the Sex-Offender database and performs other computer related tasks.
- Coordinates with the New Mexico Department of Public Safety to ensure the state administered sex-offender database contains current information for offenders residing in San Juan County.
- Registers convicted sex-offenders which includes gathering and completing required documentation, photographing, fingerprinting, obtaining court records, gathering police reports, and other required information.
- Ensures the proper notification to schools, daycares, and other statutorily mandated organizations of sex-offenders residing in neighborhoods.
- Attends training seminars, classes, and utilizes self-initiated methods to learn and implement “best practices” in the area of sex-offender management.
- Serves as a liaison with other law enforcement agencies, probation and parole officers, community groups, schools, and others that have an interest in sex-offender monitoring and compliance initiatives.
- Contributes to the organizational goal of obtaining and maintaining 100% sex-offender compliance with state and federal laws.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the principles of record keeping, case files, and records management.
- Knowledge of laws governing sex-offenders and the requirements placed on the Sheriff's Office.
- Knowledge of Federal, State and County laws, and department written directives.
- Knowledge of personal computers utilizing a variety of software applications.
- 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.

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Sex-Offender Program Technician

- 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.

Education and Experience:

- High School diploma or G.E.D. equivalent.
- One (1) year of office clerical experience.
- State of New Mexico Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is generally 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.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____