



JOB DESCRIPTION

Title	Community Corrections Record Specialist	Created	February 2022
Department	Sheriff's Office	Revised	February 2024
Job Class	A 12 3	Safety Sensitive	Yes
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-exempt

Purpose

Performs a variety of advanced level complex technical tasks and customer service to assigned department/division of the Sheriff's Office.

This job classification is assigned with specific duties requiring an advanced skill set, experience level, and department knowledge. General responsibilities include advanced word processing, document preparation, report writing, data tracking, research and analysis, customer service, and managing several ongoing projects and tasks as assigned.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Enter, modify, and transfer offender data within various corrections information systems. Receives orders and judgments from the Court, Local Supervisory Authority, and Parole Board, Interstate Compact and performs data entry and modification of records. Processes expungement/sealing of files/records, setting aside convictions/arrests; performs investigative duties to identify validity of records; provide proof to Board or Local Supervisory Authority for authentication and authorization to close records.
- Prepare and maintain records of Local Supervisory Authority Warrants; receives violation reports/warrant requests/modification petitions from Probation Officers and uploads to Court (OJIN); monitors community service obligations and report compliance to Court.
- Perform clerical duties in support of the Community Service program; contacts agencies, coordinates screening, scheduling, and placement, maintains database and documentation, and follows up as needed.
- Work with Oregon State Police Fingerprint Service Division to help obtain State Identification Number for offenders
- Assist out-of-state offenders transferring into and out of Oregon.



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- Develop working knowledge of the Oregon Revised Statutes, policies, and procedures pertaining to release, redaction, expungement, and retention of law enforcement records and reports.
- Research and compile data from a variety of sources, some confidential in nature. Check completed forms and documents for accuracy and compliance. Accurately enter and retrieve data from computer files. Process, record, file, distribute reports promptly to the proper agencies
- Verify and correct grammar, spelling, format, and content of others' work.
- Obtain and maintain notary certification
- Maintain filing and record systems with a variety of subject matter to provide easy access to records and information; provides retention of records as needed and/or requested; assists with record requests as needed; consults with supervisor as to nature of data requested.
- Utilizing the statewide law enforcement database to accurately query, enter, validate, and clear information. Accurately enter and retrieve data from computer.
- Compose a variety of documents such as letters, memos, reports, charts, forms, and spreadsheets. Updates and maintains spreadsheets, databases, and reports and tracks/logs data for the department/program.

Additional Functions

- Perform department reception and customer service duties; professionally greet visitors, respond to incoming telephone calls, determine nature of call and provide accurate information, forward to the appropriate person or department; respond to inquiries and/or complaints directed from the public; place phone calls, send and receive emails; send faxes; make photocopies; pick-up, sort and distribute mail.
 - Work with supervisor to maintain, amend, or develop department procedures, routines, and filing systems.
 - Work independently to plan and arrange own work sequence; prioritizes projects and assignments; provide back-up support to staff when needed; reports operating problems to supervisor
 - Research and compiles data from a variety of sources, some confidential in nature.
 - Operate a variety of office equipment with high degree of accuracy, skill, and independent judgment.
 - Train staff related to duties in assigned position.
 - Register Sex Offenders into state database.
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- Operate a county-owned vehicle to include fueling, maintaining, and cleaning.
- Follow all safety rules and procedures; maintain confidentiality and comply with all policies.

Required Qualifications

- 21 years of age or older
- High school diploma or GED and three years specialized training and experience in the clerical and/or administrative field or any satisfactory combination of experience and training.

Special Requirements

Individual is required to use the Criminal Justice Information Services (CJIS), National Instant Criminal Background Check System (NICS), and/or the state Law Enforcement Data System (LEDS), they must pass a thorough background investigation and must obtain and maintain appropriate certifications and clearance levels within 30 days of hire. Recertification bi-annually.

Desired Qualifications

- Working knowledge of criminal and civil legal terminology and law enforcement processes and procedures
- Working experience in the criminal justice field and/or two-year degree in criminal justice or related field.
- Knowledge of specific PC word processing software utilized by the county and previous experience in an administrative position with a county department is desirable.
- Ability to read, write, and speak Spanish.

Knowledge, Skills and Abilities

- Advanced record-keeping skills
- Knowledge of advanced bookkeeping-related functions
- Ability to read and write proficiently
- Excellent customer service and problem-solving skills
- Knowledge of office procedures and operation of various office equipment
- Advanced data entry and computer operations skills
- Working knowledge of PC and word processing software

Physical Demands



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Physical demands on position are minimal involving moving materials, books, files, etc., typically weighing up to 15 pounds and occasionally heavier objects.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

- Professional office setting
- A typical work schedule is Monday through Friday. Overtime may be required in the execution of duties.

Supervisory Responsibility

No supervisory responsibilities.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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