



# JOB DESCRIPTION

<i>Title</i>	<b>Concealed Hand Gun License (CHL) Specialist</b>			
<i>Department</i>	Sheriff's Office	<i>Job Class</i>	A 12 3	
<i>Driving Required</i>	Yes	<i>Safety</i>	Yes	
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads		<i>FLSA</i>	Non-exempt
<i>Created</i>	Feb 2022	<i>Reviewed</i>		<i>Revised</i>

## ***Purpose***

Performs a variety of moderately complex clerical duties and functions to promote, administer, and maintain effective program services and procedures related to the County's Concealed Handgun Licensing (CHL) Program. Performs functions of a sensitive or confidential nature; and clerical duties including intermediate level word processing, document preparation, report writing, data tracking, customer service, fee collection, cash handling, receipt writing, and serves as first point of contact with visitors of the department/division.

## ***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.

- Administration of the CHL program, respond to questions of a legal nature relating to permit holders' rights and responsibilities; keeps current on laws and regulations, update the procedures manual as needed; schedules appointments; processes applicants in the office, enter their biographical information and capturing fingerprints for submission to the Livescan system.
- Maintain current certifications to access the nationwide Law Enforcement Data System and National Crime Information Center, as well as the local Justice system in order to perform required background checks.
- Captures fingerprints for clients for employment purposes.
- Captures and submits fingerprints to Livescan for the County's juvenile program.
- Registers and updates the records of enrollees in the Sex Offender Registry Program.
- Processes transactions, computes or verifies data, fees, or payments; accurately transmits, screens, or conveys information using proper format, document, and procedures.
- Sorts, arranges, files, and maintains documents and records; reviews files for completeness and accuracy; updates and purges files according to department/division guidelines. Corrects error in math, names, addresses, and other input data; interprets data for proper input to program formats.



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- Process, enter, and examine complex or technical materials such as legal forms, formal documents, and records where specific procedural requirements are complex, and where accuracy and effectiveness are critical; interprets data for proper input to program formats; determines necessary changes to data gathered or entered; may perform duties or functions of a sensitive or confidential nature.
  - Compose routine correspondence and proofreads/edits document for grammar, clarity, punctuation, and spelling without altering author's intent; updates and maintains spreadsheets, databases, and reports; tracks and logs data for the department, division, and or employees; returns documents to originating person for editing or approval.
  - Assist with public records requests.
  - Utilizing the statewide law enforcement database to accurately query, enter, validate, and clear information.

## **Auxiliary Functions:**

- Performs 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
- Respond to irate or unhappy customers in a professional, diplomatic and respectful manner.
- Follow all safety rules and procedures; maintain confidentiality and comply with all policies.
- Researches and compiles data from a variety of sources, some confidential in nature.
- Operates 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.
- Operate a county-owned vehicle to include fueling, maintaining, and cleaning.

<b><i>Mandatory Qualifications</i></b>
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| <ul style="list-style-type: none"><li>• 21 years of age or older</li><li>• Obtain and maintain lawful driving privileges and demonstrate safe driving practices.</li></ul> |
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- Education & Experience
  - Minimum high school diploma / GED
  - Three years specialized training and experience in the clerical and/or administrative field or any satisfactory combination of experience and training
- Skills
  - 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

## ***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.
- Experience in NIBRS (National Incident Based Report System)
- Ability to read, write, and speak Spanish.

## ***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.

## ***Physical Demands***

- 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



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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.