



# Records Specialist I

(Non-Exempt A13)

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## **Position Objective:**

The Records Specialist 1 provides general clerical, administrative and customer service support. This position is generally the first point of contact for incoming callers, the public and outside agencies. The Records Specialist 1 performs specialized data entry and clerical support, to include assisting with the procurement of services and/or basic bookkeeping duties, for their respective divisions. The Records Specialist 1 has in-depth working knowledge of the Sheriff's Office records management system and databases utilized in their respective divisions.

Records Specialist 1 is typically assigned to work between the hours of 8am and 5pm Monday through Friday. This position qualifies for a flexible work schedule per Global Policy as coordinated with supervisor.

## **Essential Functions:**

- Answering incoming calls, responding to basic questions from the public, take/retrieve messages, and forwarding calls to appropriate parties.
- Providing the public with general and/or explanatory information, explains and clarifies rules, processes, and procedures, answers questions, and resolves a variety of problems within a defined scope.
- Enters, registers and maintains various Division specific data and personal information into specialized computerized files for distribution and utilization by requesting parties.
- Prepares, transcribes, assembles, distributes and maintains correspondence, case files and records relative to the assigned Division.
- Coordinating the completion and submission of required statistics, standards and/or grants.
- Coordinating records retention activities.
- Performing basic bookkeeping duties to include: collecting payment, processing receipts, entering payments, writing checks and assisting with month end balancing.
- Delivering supplies, mail and forms to other departments.
- Performing division specific duties in absence of essential personnel to include but not limited to: administering PBT's and serving civil paperwork, fingerprinting, etc.
- As directed by supervisor, attending, recording minutes, and participating in meetings.
- Adhering to Sheriff's Office Policies and Procedures.
- Other duties and projects as assigned.

*This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.*

## **Experience and/or Education Required:**

- High School Diploma or GED; An associate's degree or higher-level education in a related field may be substituted for working experience.
- Two years related experience is required (customer service, clerical, administrative, accounting, or bookkeeping).
- Preference given to those with working and/or educational experience in the criminal justice system.

- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

**Working Environment:**

Work is performed in an office setting where noise and interruptions often occur. Dependent upon assignment, the office setting may be located within a secure correctional setting.

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.