



Records Specialist II

(Non-Exempt B21)

Position Objective:

The Records Specialist II is assigned to a specific work area or specialized function, and performs administrative work of considerable difficulty. The Records Specialist II must have a broad knowledge of their respective divisions processes, policies and procedures. The Records Specialist II has greater latitude for discretion and decision-making authority within their specialized area.

Records Specialist II 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:

- Interpreting existing policies, procedures and regulations and making appropriate decisions for office functions.
- Interpreting legal documents, serving parties and executing orders.
- Researching and interpreting information and compiling results into statistical reports.
- Assisting with the compliance of division specific contracts and requirements to include acting as a point of contact.
- Scheduling appointments for inmates, clients or detainees.
- Auditing division specific tasks to determine correctness, completeness, and adherence with requirements.
- Managing inventory and ordering supplies.
- Providing technical advice to supervisors and outside stakeholders.
- Assisting in the training of new Records Specialists.
- Serving as a point of contact and training volunteers.
- Performing basic bookkeeping tasks such as collection of fees, invoicing, and reconciling accounts.
- Performing other duties 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.
- Four years related experience is required (customer service, clerical, administrative, accounting, or bookkeeping).
- Typically, this position is an internal advancement opportunity within the Sheriff's Office requiring knowledge of the records management system and internal processes.
- 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.