



Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Records Technician

Sheriff's Department

Wage: \$17.82/hour

Opening date: 01/6/2023

Closing date: 01/20/2023@ 5:00 pm

JOB SUMMARY

This position performs technical duties in the maintenance and processing of a variety of department records, forms, and financial transactions.

MAJOR DUTIES

- Answers the telephone; provides information and assistance; refers to appropriate personnel; assists customers with fingerprinting services, pistol permits, serving civil papers, and taking payments.
- Prepares bank deposits; makes sure that all funds are accounted for; prepares deposit slips.
- Creates receipts for incoming payments.
- Creates invoices for department bills.
- Organizes protection orders; ensures orders are valid and entered into database systems.
- Transports inmates as required.
- Sends late notices for unpaid civil papers.
- Scan documents.
- Maintains and updates criminal justice software; maintains code tables and data continuity; performs minor maintenance.
- Participates in the analysis and entry of state statistical data.
- Enters data for warrants, criminal background checks, pistol permits, etc., and processes criminal background checks.
- Verifies and completes department payroll.
- Disseminates records to other agencies and the public as required.

Equal Opportunity Employer

- Reconciles inmate accounts.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of records management principles.
- Knowledge of basic accounting principles.
- Knowledge of computers and job-related software programs.
- Knowledge of NCIC guidelines.
- Knowledge of records retention guidelines.
- Skill in prioritizing and organizing work.
- Skill in the provision of customer services.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Administrative Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and agency policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Strict guidelines and the need for accuracy contribute to the position's complexity.
- The purpose of this position is to perform technical duties in the maintenance and processing of a variety of department law enforcement, financial, and other records. Successful performance contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, vendors, court service officers, parole officers, social workers, representatives of state agencies, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with high school or equivalent completion.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.
- Possession of or ability to obtain NCIC and CJIS certification.

APPLY BY

Submit Brown County application to:

- Brown County Sheriff's Office
Attn: Office Manager
22 Court St, Suite 1
Aberdeen, SD 57401

Fax: 605.626-4015

Email: sandy.woytassek@browncounty.sd.gov