



EL PASO COUNTY (CO)
invites applications for the position of:
Records Technician

SALARY: \$46,384.00 - \$47,819.20 Annually

OPENING DATE: 05/07/22

CLOSING DATE: 05/15/22 11:59 PM

DEPARTMENT: Sheriff's Office

JOB TYPE: Full-Time

FLSA STATUS: Non-Exempt

JOB NUMBER: 2200360

ESSENTIAL JOB FUNCTIONS:

Salary to be commensurate with qualifications

El Paso County Benefits

- Work-Life Balance
 - 12 vacation days (96 hours, accrued per pay period) annually
 - 3 personal days (24 hours) annually
 - Hired 1/1-4/30, 3 days (24 hours)
 - Hired 5/1-8/31, 2 days (16 hours)
 - Hired, 9/1-11/30, 1 day (8 hours)
 - 12 sick days (96 hours) annually
 - 11 holidays annually
- Employee Fitness Centers
- Medical, Dental, Vision, and Life Insurance ([click here](#) for more information)
- 2 Onsite Health Centers
- Retirement plan ([click here](#) for more information)
- 457 Deferred Compensation Plan
- Tuition Reimbursement
- Employee Assistance Program ([click here](#) for more information)

Performs data entry and retrieval, records maintenance, and other clerical duties in support of Sheriff's Office operations.

- Transfers cases from the electronic Mobile Merge system into the Law Enforcement Records Management System (LERMS) in a timely manner, pursuant to established procedures. Verifies data is complete and accurate. Retrieves data from LERMS and submits reports to various agencies.
- Reviews records, reports, and attachments for completeness and accuracy prior to returning to the originator in compliance with established standards and procedures.
- Assembles and prepares copies of documents to distribute to deputies and other agencies, including the District Attorney's Office and the Courthouse.
- Processes requests for records release to the public, insurance agencies, law enforcement agencies, and other government agencies in accordance with established statutes and procedures. Accounts for monies collected as a result of record release procedures.
- Scans various documents into the LERMS system ensuring the accuracy of the scanning process.
- Ensures that pertinent case reports, attachments, and supplements are available to the Courts and the District Attorney's Office in a timely manner.
- Enters information from State and County traffic citations into LERMS. Coordinates with the County Treasurer's Office and the Colorado Department of Motor Vehicles (DMV) regarding the payment of tickets. Coordinates with the 4th Judicial District Court regarding unpaid citations.
- Deletes and/or masks information on all individuals, as directed by Court Order, to seal and expunge adverse information from records maintained by the Sheriff's Office. This includes LERMS the imaging system, the Jail Management System, Beacon, and paper files.
- Enters data regarding lost and stolen property into the NCIC/CCIC computer data base. Ensures updates are also entered.
- Trains new Records Technicians as needed.
- Provides back up support to lobby personnel as needed.
- Performs other duties as required.

QUALIFICATIONS:

- High school diploma or equivalent education required.
- Minimum one (1) year of experience in an office environment performing clerical and recordkeeping duties required.
- Must be honest, truthful, trustworthy, and possess a high degree of personal integrity.
- Ability to use standard office equipment, including computers, transcribing equipment, calculator, copy machine and scanners.
- Ability to type 40 words per minute (WPM) and enter data accurately.
- Ability to maintain detailed manual and automated records.
- Possess strong proper grammar, spelling, and punctuation skills.
- Ability to maintain confidentiality.
- Ability to prioritize and organize work.
- Demonstrates strong analytic and critical thinking skills.
- Maintain punctual and regular attendance.
- An equivalent combination of related education and experience may be substituted for the education and experience requirements above.
- Must pass typing test for speed and accuracy, truth verification examination, background investigation, and drug screen.

LICENSES/CERTIFICATES:

- Must possess and maintain NCIC/CCIC certification, or ability to obtain within six (6) months of employment.

WORK CONDITIONS:

Work primarily performed in an office environment.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.

APPLICATIONS MAY BE FILED ONLINE.

For inquiries, call 719-520-7401. Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.** Any new employee and re-hires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603). **EL PASO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Records Technician Supplemental Questionnaire

* 1. How did you learn of this position?

- El Paso County Website
- Indeed.com
- Employee Referral
- Social Media (Twitter/Facebook)
- LinkedIn
- University/College Career Site
- Industry-specific Career Site
- Professional Membership Career Site
- Career Fair
- Other

* 2. Do you have a high school diploma or equivalent education?

- Yes No

* 3. Do you have at least one (1) year of experience in an office environment performing clerical and recordkeeping duties?

- Yes No

* 4. Do you have an NCIC/CCIC certification?

- Yes No

* 5. The Sheriff's Office employs a "non-release" hostage policy. This means that in the event you are taken hostage, either inside or outside of a Sheriff's Office facility (vehicles included), we would do everything within our power in order to secure your release; however, we would never release an inmate or prisoner. Can you work in an environment that operates under a policy such as this?

- Yes No

* Required Question