



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Police Support Technician Lead - Corrections
Department: Sheriff's Office
FLSA Status: Non-Exempt
Job Code: 2958
WC Code: 7720
Effective Date:
Last Revised: November 1, 2012
Pay Grade: S05
Union: Sheriff's Association

SUMMARY

Advises and instructs assigned personnel on Sheriff's Office matters, schedules shift assignments and coverage for absences, and monitors the performance of all employees to ensure the effective operation of the section. Provides assistance to the respective supervisor in the development and management of Sheriff's Office programs and procedures in an effort to accomplish the goals, objective and office mission. Works under the supervision of a Captain, Sergeant or Corporal, who reviews and evaluates work for compliance with established policies, procedures, rules and regulations.

NATURE AND SCOPE

This position requires the application of organizational principles in an effort to control and coordinate administrative matters pertaining to the Booking Section t of the Sheriff's Office. Work is normally performed in accordance with established policies and procedures, but allows for judgment and latitude in interpreting and applying applicable laws, regulations, and Sheriff's Office policies and procedures. Must possess the ability to rapidly make concise summaries of details and communicate them to the supervisor. Must apply knowledge of accurate grammatical composition, spelling, and punctuation in preparation of reports. Requires maintaining confidentiality of all private and sensitive information. The Supervisor evaluates performance through an appraisal of in-process work, results achieved, reports, personal inspection of work, and discussion.

ESSENTIAL DUTIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

Under the direct supervision of the Lieutenant, Command Sergeant or Business Manager the incumbent:

1. Supervises Booking clerical personnel and plans work assignments to ensure that the Office's service and production expectations are achieved.
2. Reviews and investigates all citizen complaints against section personnel, assuring compliance with current citizen complaint policy and procedures. Refers major complaints to the Sheriff's Administration.

3. Conducts employee evaluations, reviews and approves employee timesheets, and investigates and resolves complaints or problems.
4. Identifies issues and implements basic corrective action with Manager as appropriate.
5. Ensures training and supervision is provided to new employees, whose duties include processing civil documentation, calls for assistance, providing information to the public, typing and filing of records and reports, and compilation of statistical reports. Assigns trained personnel to assist with training of new employees.
6. Plan, organize and evaluate the activities of the Booking Division. Develop and implement division goals and objectives; establish schedules and methods for accomplishing division workload; develop and implement procedures.
7. Serve as a member of the Inmate Classification Team.
8. Gathers arrest and booking documentation, fingerprints, and mug shots. Processes incoming inmates and arrestee. Enters information into the Criminal Justice Information System (CJIS). Obtain medical history data during intakes, as required by law. Alerts Intake Officers of medical emergencies, injuries, claims by new arrestee, suicidal tendencies, or other pertinent information. Receives inmate and arrestee property receipts, and stores in property secure storage. Properly books arrestee into Jail as indicted by arrest citation and complaint, court order, warrant of arrest or other suitable documentation.
9. Uses the Jail Inmate Database to document an inmate's expenditures and incoming funds, distributes check or cash according to guidelines to inmates with a positive balance at the time of release. Maintains custody and control of inmates cash account.
10. Oversee records destruction schedule and process.
11. Is the Law Enforcement Data System (LEDS) Representative for the Adult Jail. Coordinates with all staff to ensure they receive and maintain their LEDS certification.
12. Conducts records checks, review, approve and/or deny requests for release of information.
13. Processes funds and prepares financial forms for disbursement to the Administrative Office.
14. Reviews inmate records and court documents to establish release dates; revises release dates according to established guidelines; checks for supplemental bookings or holds, orders from higher courts, and warrants from other jurisdictions.
15. Advises the Command Sergeant on matters concerning section production problems and activities. Ensures assignments are completed on schedule and in a timely manner. When requested, represents the Records Division views and concerns with respect to total Sheriff's Office operations.
16. Ensures preparation and updating of policy and procedure manual for the Booking Division is addressed.
17. Responsible for reporting to section personnel on matters involving goals, objectives, policies, and day to day occurrences within the Sheriff's Office.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibilities include general supervision of specific assigned employees. Provides technical assistance to staff, resolves minor work or personnel problems, and gives input regarding discipline, training, and major job reassignments to the Undersheriff. Provides direction to subordinate staff, including assigning and delegating work projects, scheduling employees to ensure proper staffing levels are maintained, and performance management including evaluating work performance, coaching, mentoring and/or initiating corrective action for performance and conduct issues.

QUALIFICATIONS

Requires knowledge of administrative practices, the rules and regulations of the Sheriff's Office and Oregon Revised

Statutes. Requires considerable knowledge of English grammar and composition, business format, spelling, arithmetic, filing and record keeping; considerable knowledge of modern office procedures and the special practices, technicalities and formats; in-depth knowledge of electronic data management techniques and the latest in computer technology; ability to perform the various aspects of the job including the ability to supervise and train employees, to delegate work assignments, and to establish and maintain work schedules for subordinates. Requires the ability to communicate effectively, both orally and in writing, where cooperation may be difficult to achieve, to assist individuals in resolving conflicts ad/or problems, and to establish and maintain a positive working relationship with the community, other law enforcement agencies and social agencies.

EDUCATION AND EXPERIENCE

Associates degree in office administration or related field and five years of progressively responsible secretarial and/or administrative experience; or, high school graduation or equivalency and six years of progressively responsible secretarial and/or administrative experience; and a minimum of one year supervisory experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties. Considerable knowledge in all phases of the Corrections process functions and the administrative activities performed in the Sheriff's Office.

JOB IMPACT

Errors in judgment or irresponsible behavior may have a major impact on the financial situation of the Sheriff's Office, the civil rights of employees, as well as the public. Judgmental errors could become the basis for legal actions against the county.

JOB CONTACTS

This position generally has contact with other county departments, divisions, programs; state and federal agencies; community professionals; the public and the news media to receive information. Frequent contacts are made with other County Departments, Divisions, and Programs, other governmental agencies, outside agencies and the public.

LANGUAGE SKILLS

Requires considerable knowledge of English grammar and composition, business format, spelling, arithmetic, filing, and record keeping. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

Ability to communicate effectively, both orally and in writing, where cooperation may be difficult to achieve, to assist individuals in resolving conflicts and/or problems, and to establish and maintain a positive working relationship with the community, other law enforcement agencies and social agencies. Ability to perform the various aspects of the job including the ability to supervise and train employees, to delegate work assignments, to establish and maintain work schedules for subordinates. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

OTHER SKILLS AND ABILITIES

Ability to type 40 wpm. Must have thorough knowledge of office equipment and its use, including but not limited to computers; full command of English composition, spelling and grammar. Must pass a written test, typing test and oral interview.

CERTIFICATES, LICENSES, REGISTRATIONS

LEDS Certification.

BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this position. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

Work is performed in an office environment primarily in a sedentary setting. Position is impacted by urgent time deadlines, heavy or uncontrollable work flow, uncontrollable interruptions and distractions and need to constantly shift attention caused by deadlines and inability to predict work load.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 20 lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>			
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>			
<input type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input type="checkbox"/>	Heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>