

Job Class Code: 7989	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (class) is to perform a variety of tasks in support of law enforcement and civil/criminal records functions of the Sheriff’s department at an advanced level based on knowledge and experience. The class is responsible for staff supervision, office procedures, clerical support, legal document and data entry processes and accuracy, data system maintenance, reports, and composing and typing a variety of routine legal documents,. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, and disciplining.
- Develops and promulgates procedures for administrative operations in accordance with requirements and guidelines; evaluates operations to ensure compliance.
- Manages administrative operations by coordinating with supervisor and other activities, reviewing and scheduling work requirements, developing schedules, evaluating progress, and recording significant events and activities.
- Oversees or performs processing of court orders/legal documents, records, or other forms of information for quality and accuracy; enters data into computer systems; and performs back up of records in accordance with procedures.
- Oversees or performs retrieval of information from Virginia Criminal Information Network and National Criminal Information Center computer systems; prepares routine or special forms, correspondence, or other documents; and produces or assists in the production of monthly, quarterly, summary, or other complex reports.
- Monitors computer systems operation and reports malfunctions; follows up to ensure corrective action is taken.
- Oversees or performs office functions such as time stamping and processing mail, maintaining records, issuing legal or other documents, processing invoices or payments, assisting with budgets, monitoring expenditures, and performing other administrative tasks.
- Attends or conducts staff conferences to exchange information or make presentations; attends, and schedules others to attend, in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Receives checks and cash for fees from customers and Sheriff’s sales; maintains and reconciles the cash/checks drawer daily; reconciles monthly bank statements, miscellaneous computations, and jail credits.
- Processes and mails jury questionnaires.
- Handles inquires and emails from other departments and agencies concerning legal documents; assists outside local, State, and federal jurisdictions, clients, and customers to resolve any issues.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.

Mathematical Requirements	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; uses a range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, customers, and others in the general public.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Knowledge of policies and procedures regarding emergencies (loss of power, rites, bomb threats, etc.)
Skills	Skilled in Microsoft Office software including Outlook, Word, and Excel
Abilities	Ability to ensure the accuracy of all civil/criminal records data entered into databases. Ability to effectively communication both orally and in writing. Ability to obtain proficiency in the use of Laserfiche document storage and retrieval software.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in office technology, information systems, or closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Special skills or equipment certification may be required.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.