

## **SHERIFF SERVICES ASSISTANT II**

### **DEFINITION**

Under general supervision, to perform a variety of specialized, secretarial, technical and complex office support work in the Sheriff's Department; receives, stores and documents evidence; prepares and processes civil papers and documents; maintains and updates law enforcement records; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Sheriff's Services Assistant I differs from the II level in that the Sheriff's Service Assistants II are responsible for the more complex and technical duties in the preparation and processing of civil papers and documents and/or the receipt, storage and disposal of evidence for the Sheriff's Department. Incumbents also perform a variety of secretarial and complex office support functions for the Sheriff's Investigative Unit.

### **REPORTS TO**

Department Fiscal Officer and /or Sheriff Investigator Sergeant.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **EXAMPLES OF DUTIES**

- Receives, documents, processes and stores all departmental property and evidence following appropriate departmental procedures.
- Receives, reviews and processes all civil documents.
- Prepares and maintains case files.
- Maintains and updates records for incidence and arrests.
- Researches from Department of Justice and appropriate parties.
- Maintains accurate and complete records for receipts and disbursements of all civil process monies and monies deposited into Sheriff's trust funds.\
- Processes licenses and permits including concealed weapons, transportation, vendors, and explosive permits.
- Enters data into computer and prepares monthly Department of Justice reports.
- Prepares and maintains Coroner's Records and case files in accordance with the Office of the State of California Registrar.
- Transcribes all interviews with suspects/victims on crime reports and witness statements.
- Prepares and files accurate Certificate of Death, and Physician/Coroner's Amendments with the Office of the Plumas County Registrar.
- Prepares necessary paper work recoding, advertising and conducting Sheriff's real property and personal property sales.
- Answers the telephone, receives requests, and provides information regarding Sheriff Department functions.
- Acts as liaison to all Funeral Directors, mortuary staff, families of the deceased, local and out of county pathologists.
- Audits monies seized from suspects, deposits seized monies into the Evidence Trust Account.
- Maintains civil cases files in accordance with legal requirements.
- Operates a computer terminal to input and retrieve information.
- Operates office equipment.
- Performs a variety of support assignments for the Sheriff's Department.

## **SHERIFF SERVICES ASSISTANT II - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **KNOWLEDGE OF**

- Operating policies, procedures, and functions of the Plumas County Sheriff Department.
- Laws, codes, and regulations related to processing, documentation, and maintenance of evidence and Coroner's records, warrants and law enforcement records, and service of civil papers.
- Safety principles and practices related to the handling of narcotics, weapons and hazardous substances.
- Legal phraseology, terminology, documents and procedures.
- Law enforcement and warrant record keeping.
- Financial record keeping methods and procedures.
- Modern office equipment, methods and procedures.

#### **ABILITY TO**

- Perform a variety of assignments related to the development and maintenance of law enforcement records.
- Perform a variety of assignments related to the receipt, storage, documentation, and processing of evidence.
- Perform a variety of civil document processing work.
- Read, analyze, interpret and apply rules, laws and policies.
- Prepare and maintain accurate records and reports.
- Prepare and maintain accurate records and reports.
- Prepare and maintain financial records.

## SHERIFF SERVICES ASSISTANT II - 4

### **ABILITY TO CONTINUED:**

- Perform a variety of secretarial and office support work.
- Operate a law enforcement computer system for the input and retrieval of information.
- Use tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in course of work.
- Word process correspondence and documents efficiently and expeditiously.
- Work independently and exercise sound judgment.
- Communicate clearly and concisely, both orally and in writing.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Sheriff's Service Assistant II – Two year of experience as a Sheriff's Service Assistant I in Plumas County.

**OR**

Two years of specialized clerical, secretarial and office support experience, such as performing warrant and records processing, legal document process work and/or evidence processing and documentation work in a law enforcement agency.

**Special Requirement:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.