

## **SHERIFF SERVICE ASSISTANT I**

### **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' Service Assistant I is the entry-level classification in the specialized law enforcement series. Incumbents perform a variety of office support activities in office reception, data entry and document preparation, processing and maintenance of criminal files and related records.

### **REPORTS TO**

Department Fiscal Officer and /or Sheriff Investigator Sergeant.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **SHERIFF'S SERVICES ASSISTANT I – 2**

### **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; and performs a variety of support assignments for the Sheriff's Department.

### **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.

## **SHERIFF'S SERVICES ASSISTANT I – 3**

### **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.
- 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.

## **SHERIFF'S SERVICES ASSISTANT I – 4**

### **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 by:

Sheriff's Services Assistant I – One year of specialized clerical, secretarial and office support experience, such as performing warrant and records processing 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.