

Class Title: Records Clerk
Department: Sheriff
FLSA: Non-exempt

Class Code: 1108
Grade: 14
Eff. Date: 05/01/2025

GENERAL PURPOSE

Under the supervision of the Records Supervisor, performs working level clerical duties regarding records requests, preservation, retention, and compliance and performs other clerical work related to the Sheriff's Office.

EXAMPLE OF DUTIES

Coordinates records workflow; understands and appropriately interprets and applies knowledge of records management laws, regulations, ordinances, policies, procedures, and standards.

Assembles materials for records requests according to statutory requirements and responds within the allotted time; reviews material for accuracy and completeness. Redacts requested material according to privacy standards.

Composes a variety of official communications, written correspondence and documents applying legal analysis of research results for review; drafts formal, routine legal documents in consultation with executive staff and civil attorneys.

Collaborates with the records management staff within the County, State agencies, and Federal agencies on care, maintenance, scheduling, designation, classification, disposal and preservation of records.

Assists in managing centralized records storage function for litigation holds for the Sheriff's Office.

Performs clerical duties related to recordkeeping, record retention, and GRAMA requests, including searching files, filing, receiving and responding to mail, and answering telephones.

In accordance with Utah criminal and traffic codes in addition to records management laws, performs: NIBRS reporting, UCR reporting, CANR reporting, expungements, civil document processing, citation entry, law enforcement reporting, and coordination with prosecutors, courts, and other governmental entities in need of DCSO records.

Fills in data on standard office forms; posts data to various records.

May act as a cashier in receiving funds related to records requests.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation plus two (2) years of full time related clerical employment; an acceptable combination of education and experience may be considered.

Preference for experience managing GRAMA requests for a law enforcement agency.

2. Special Qualifications:

Must possess or obtain a Utah State Archives Records Officer Certification within six (6) months of hire and certify annually thereafter.

Must pass a criminal history background investigation.

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: modern office practices, procedures, and equipment; legal research methods of GRAMA and other applicable laws, regulations, ordinances, policies, or procedures; Utah criminal and traffic codes; maintenance and preservation of legal documents or other similar records; confidentiality requirements and procedures; electronic records storage systems (including video, audio, microfiche format, and document storage); police records management system (RMS) and reporting processes and procedures.

Skills in: using standard office equipment and a computer; composing various types of official communications and documents; keyboarding skills.

Ability to: perform official research; exercise sound independent judgment; perform complex and routine clerical administrative work with accuracy; organize information in a clear and concise manner; maintain concentrated attention to detail for extended periods of time; adhere to strict deadlines and coordinate multiple tasks efficiently; properly handle sensitive and confidential information and records; communicate effectively (orally and in writing); follow written and oral instructions; make simple mathematical computations; establish and maintain effective working relationships with supervisors, other employees, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***