**Sheriff’s Office Records/TIBRS Specialist**

**Class Code – 4**

**FLSA – Non-Exempt**

Nature of Work

This is very responsible administrative work, conducting administrative office operations for the Sevier County Sheriff’s Office. Activities associated with the job include answering incoming calls, providing general information and/or referring the caller to the appropriate person, entering information into computerized databases for criminal and civil warrants, criminal summons and citations. Additionally, this employee is responsible for verifying the accuracy of jail intake and release reports, and assisting with daily reports for the Command Staff. Additional activities include assisting the public in a person-to-person setting with general information, distributing incident and accident reports to the public, coordinating departmental operations with various courts, being responsible for accepting money for cash bonds and then generating cash bond receipts, generating incident reports when necessary and verifying the accuracy of served warrants and civil process. Job responsibilities require considerable knowledge of law enforcement operations and judicial proceedings, strong interpersonal, organizational and decision-making skills and fine attention to detail. Additionally, this class of employee must cross-train in order to provide necessary service(s) to the public. This cross-train requires the employee to be proficient in all areas of the administrative operations. Job performance is evaluated by the Administrative Sergeant, the Administrative Lieutenant or the Operations Captain through review of the efficiency and accuracy of office operations, ability to assist with departmental operations, ability to interact effectively with co-workers and the public and then organizational and decision-making skills. Job activities are also subject to state audits from the Tennessee State Comptroller’s Office as well as the Tennessee Bureau of Investigation.

# Illustrative Examples of Work

-Answers incoming calls, handles inquiries and/or refers to the appropriate party if necessary.

-Conducts daily administrative operations of the Sheriff’s Office and determines how to accomplish special projects and assignments.

-Receives and enters criminal and civil reports into the departmental database (iSOMS).

-Assists public with questions and provides information and/or directions when necessary.

-May have to coordinate maintenance and repair of office machinery and equipment and order office supplies when necessary.

-Verifies the accuracy of jail intake and release reports and prepares memorandum, correspondence, etc. for Command Staff.

-Distributes incident and accident reports to the public upon request.

-Maintains effective working relationships with the courts and assists with coordinating court appearances for departmental personnel.

-Generates TIBRS reports and provides to the Command Staff.

-Verifies the accuracy of all served warrants and civil process and provides directions to process servers regarding the proper service of various legal documents.

-Assists with the completion of data entry work performed by other administrative staff in order to meet established deadlines.

- Collects money for cash bonds and generates cash bond receipts

-Performs related duties as required.

# Necessary Requirements of Work

Graduation from an accredited four year high school (Associate Degree preferred) supplemented with additional course work in office administration, data processing or a related field; TIBRS, experience working with the public preferably in a law enforcement setting; strong organizational and bookkeeping skills; considerable knowledge of law enforcement operations and judicial processes; considerable experience working with computer hardware and software applications; or any equivalent combination of education and experience to provide the following critical knowledge, abilities, and skills:

-Considerable knowledge of computer hardware and software applications including data base management, word processing and spreadsheet applications.

-Considerable knowledge of specialized law enforcement computer applications and systems including iSOMS, TIBRS, TBI Crime Insight, and TOMIS.

-Considerable knowledge of office administration practices and organization.

-Some knowledge of accounting practices and procedures regarding financial reconciliations (book keeping)

-Considerable knowledge of established practices and protocols for service of legal documents.

-Considerable knowledge of the Standard Operating Procedures utilized by the Sevier County Sheriff’s Office.

-Considerable knowledge of federal and state laws and local ordinances pertinent to civil and criminal law enforcement practices.

-Knowledge of major roadways and location of various governmental offices located within Sevier County.

-Ability to maintain effective working relationships with co-workers, local officials, law enforcement personnel and the public.

-Ability to conduct cross-train activities of administrative personnel and ensure the completion of all job-related activities.

-Ability to react in a timely and appropriate manner in emergency and/or stressful situations.

-Ability to make timely and appropriate decisions in response to unusual and/or difficult situations.

-Ability to prioritize and organize daily, weekly and monthly activities to meet established deadlines and reporting requirements.

-Ability to prepare correspondence, memos, reports, etc. in accordance with acceptable grammatical form and established guidelines.

-Skill in the use of modern office equipment including keyboards (minimum of 60 words per minute), FAX machines, copiers, postage machines, calculators, and multi-line phone and paging systems.

# Necessary Special Requirement

-Must be 21 years of age

-Possession of a valid Tennessee driver’s license and the ability to be insured at standard vehicle liability rates.

-Cannot have been convicted or plead guilty, or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances.