

UNION COUNTY

Job Description

JOB TITLE: Department Specialist

DEPARTMENT: Sheriff's Office

APPROVED BY: _____

DATE: _____

PURPOSE OF POSITION: Performs advanced and complex clerical and administrative duties to support a complete and specialized departmental function; does related work as required.

ESSENTIAL JOB FUNCTIONS:

Answers phones and routes incoming calls for Sheriff's Office and Police Department.

Provides initial assistance to citizens at front counter, using good judgment to determine need and priority.

Sort and route incoming mail.

Processes Concealed Weapons Permit applications, including, entering data in computer system, and printing and mailing permits

Enters, updates and validates Concealed Weapons Permits in the Law Enforcement Data System (LEDS).

Fingerprint citizens at front counter for non-criminal purposes such as employment, foster care, teaching certifications and expungements.

Reviews incoming civil documents to ensure they are good on their face.

Processes impound releases for impounded vehicles, ensuring that required information is complete.

Process civil papers for service in the absence of the Civil Clerk, including preparing service jackets and returns to the court.

AUXILIARY JOB FUNCTIONS:

Assist in operation of jail control doors.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB.

JOB QUALIFICATION REQUIREMENTS:

Graduated from high school or GED equivalent. Experience and/or training in clerical skills. Experienced and knowledgeable with computers. Must be able to pass a background/ personal history check.

DESIRABLE REQUIREMENTS:

Experience in the clerical aspects of law enforcement. Ability to work alone with little or no supervision. Ability to maintain composure in a fast-paced office. Ability to prioritize and use good judgment and common sense. Ability to work well with others in a team environment.

SPECIAL REQUIREMENTS/LICENSES:

Valid Oregon Driver's License
LEDS Entry/Update Certification or the able to attain within 6 months of employment

PHYSICAL DEMANDS OF POSITION:

Position requires sitting for extended periods of time. May also require extended periods of computer use, typing and looking into monitor.

WORKING CONDITIONS:

The majority of the duties are performed in a controlled office environment

SUPERVISORY RESPONSIBILITIES:

This position does not require the supervision of other personnel.

SUPERVISION RECEIVED:

Works under the supervision of the Office Manager and the Sheriff.