

# **LIVINGSTON COUNTY JOB DESCRIPTION**

## **CENTRAL RECORDS SUPERVISOR**

**Supervised By:** Executive Assistant/Office Manager or Undersheriff  
**Supervises:** Full- and part-time employees as assigned  
**FLSA Status:** Non-Exempt

### **Position Summary:**

Under the supervision of the Executive Assistant/Office Manager or Undersheriff functions as a lead worker as well as overseeing and directing the duties of full- and part-time staff assigned to Central Records. Oversees all workload and mentors and monitors assigned staff.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Responsible for directing employees working in Central Records, including staff scheduling, addressing employee concerns, coordination of training, recommending corrective action when required and overseeing daily operations.
2. Ensures that all tasks strictly comply with all policy and regulatory requirements.
3. Performs daily reconciliation and deposit of funds receipted for services.
4. Manages sensitive and confidential medical, mental health and personal information from individuals required to report to the Sheriffs' Office for various reasons.
5. Responsible for maintaining the Operations Manual for Central Records staff.
6. Provides support and serves as back-up to the Central Records FOIA Specialist which requires extensive knowledge of the management of confidential criminal records and all FOIA requests.
7. Provides authorized agencies with information from Sheriff's Office files. Receives, stores, shares and purges confidential criminal records, performs records and database searches and provides confidential criminal record information to authorized personnel.
8. Performs basic office duties, such as copying, filing, faxing, typing standard documents, and entering data.

9. Attends workshops and seminars as directed.

10. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or GED and three years of progressively more responsible experience in accounts receivable and medical billing.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Ability to maintain confidentiality requirements.
- Supervisory experience preferred with the ability to problem-solve and display skill in conflict resolution.
- Certified Cash Handling Trainer.
- Considerable knowledge of performing bookkeeping activities, balancing accounts, maintaining and processing financial information, and maintaining accurate and detailed records.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Office applications, State of Michigan applications and other databases.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.