

LIVINGSTON COUNTY JOB DESCRIPTION

DATA ANALYST – SHERIFF’S OFFICE

Supervised By: Central Records Supervisor

Supervises: No supervisory responsibility

Department: Sheriff

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Central Records Supervisor, this position is responsible for the uniformity and accuracy of Michigan Incident Crime Reporting (MICR) data; accurate and timely maintenance of the State of Michigan Criminal History Records data base, maintaining the Sheriff’s Office Master Name files within Central Square, a law enforcement management system used by law enforcement agencies within Livingston County; LEIN Terminal Agency Coordinator (TAC) for the Sheriffs’ Office; receives, stores, shares, and purges confidential criminal records, performs record and database searches and provides confidential criminal record information to authorized personnel; responsible for the uniformity and accuracy of the Michigan State Police Criminal Justice Information Center, Criminal History Open Cases; assists Financial Analyst with data entry of accounts payable and accounts receivable; assists Central Records personnel; assemble and submit Warrant Requests to the Prosecutors’ Office; provide back-up support for the FOIA Specialist position; provides support to Command Staff as required.

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. Receives, evaluates, and initiates corrective action for Sheriff’s Office confidential criminal records both in electronic and non-electronic formats.
2. Enters and reconciles information for public safety data bases at the state and county levels. Assures uniform and complete reporting.
3. Maintains the Sheriff’s Office’s Master Name files within Central Square, the law enforcement management system used by law enforcement agencies within Livingston County.
4. Responds to and answers inquiries from authorized agencies, such as local, state, and federal law enforcement agencies, prosecutors, and the courts.
5. Serves as the LEIN TAC (terminal agency coordinator) for the Sheriffs’ Office. Receives, stores, shares, and purges confidential criminal records, performs

record and database searches, and provides confidential criminal record information to authorized personnel.

6. Assist the Sheriffs' Office Financial Analyst with accounts payable and accounts receivable.
7. As needed, assists Central Records Personnel with call-taking, handgun purchase permits, Live-Scan fingerprints, State of Michigan Sex Offender Registration (SOR); retrieves, reviews, and submits accident and incident reports to the public and to insurance companies; miscellaneous data entry.
8. Assemble Warrant Requests and forward to the Prosecutors' Office.
9. Provide back-up support for the FOIA Specialist.

Performs basic office duties, such as copying, filing, faxing, typing standard documents, preparing, sorting, and distributing mail, and entering data.

Attends conferences, workshops, and seminars as appropriate.

Perform all other duties as assigned.

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 two years of experience in a clerical or administrative position, preferably in a law enforcement or judicial setting.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Must have no prior or expunged felony convictions.
- Must be LEIN certified (trained and tested) within the first six months of employment.
- Ability to learn the principles and practices of creating and maintaining confidential criminal records.
- Skill in maintaining a complex filing system, and retrieving and researching information inquiries, including sensitive information requiring confidentiality and discretion.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.

- 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, and work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, the ability to learn Sheriff's Office's software programs and applicable state software 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.

Close vision (clear vision at 20 inches or less).

Distance vision (clear vision at 20 feet or more).

Color vision (ability to identify and distinguish colors).