

LIVINGSTON COUNTY JOB DESCRIPTION

CENTRAL RECORDS SPECIALIST

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 and/or designated lead, this position is responsible for complex clerical, administrative, and records management functions, with extensive customer service interaction. This includes researching and responding to public inquiries requiring a high degree of sensitivity and confidentiality. The required duties include skills with specialized law enforcement database software, public relations, detail-oriented database entry, and high proficiency in multi-tasking in a fast-paced environment.

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 that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs receptionist duties, such as greeting and assisting customers. Research public inquiries and directs phone calls as needed.
2. Required to work in a fast-paced, at times high-stress level environment, while multitasking despite distractions.
3. Perform extensive local, state, and federal background checks through the Law Enforcement Information Network (LEIN) and the National Crime Information Center (NCIC) to determine the eligibility of individuals wanting to obtain firearms purchase permits. Reviews criminal history records and conducts inquiries by reaching out to state and federal agencies to determine firearms qualification. Researches state and federal laws and terminology to reach a determination. Issues or denies a firearms permit based on qualification status. Denials must be classified and entered in compliance with LEIN and NCIC systems.
4. Responsible for registering handguns for county residents using the MiPISTOL application. Enters all purchaser and firearms information on Firearms Transaction Records and Pistol Licenses into LEIN and RMS to register them with the state of Michigan. Verifies that all information is correct and reaches out to those involved if

information is incomplete or incorrect to rectify. Researches lost or stolen guns that arise during entry and reaches out to the appropriate law enforcement agency to get the final disposition.

5. Fingerprints individuals for court orders, background checks, employment, expungements, and personal records. Must be able to utilize the LEIN system to determine if an individual court ordered to be fingerprinted has any open warrants. If an open warrant exists, they must be able to quickly send and receive messages to other law enforcement agencies through the LEIN system. Based on other agencies' response, required to coordinate with jail staff for the arrest of that individual. Sends fingerprints to the State of Michigan and inputs fingerprint information into the tracking worksheet.
6. Responsible for working with Michigan sex offenders, in person, regarding their registry. Must verify and update registrant information, determine non-compliance, and ensure their status is updated within the required timeframe. Responsible for informing the offender of his/her non-compliance as required by law.
7. Interacts with other departments, governmental agencies, service providers, professionals, and others to exchange and record information. Processes various background checks at the request of the FBI, local law enforcement agencies, and other state agencies with a superior level of accuracy and completeness. Reviews, analyzes, interprets, and researches criminal history information to determine what data is releasable.
8. Operates specialized software such as MiPistol, MSOR, LEIN, ICSolutions, MUNIS, and RMS/JMS to perform the specific duties of the department. Must be proficient in Microsoft Suite applications, including word processing, spreadsheet, and database functions.
9. Accepts and processes cash, check, and credit card payments for a variety of fees to include fingerprints, sex offender registry fees, general donations, and salvage inspections. Creates receipts for payment through the MUNIS system.
10. Must be able to review and interpret court documents quickly and accurately to properly accept and receive bond payments on behalf of 53rd District Court, 44th Circuit Court, and the Friend of the Court. Must be able to explain and instruct the public regarding arraignment details, types of bonds, bond conditions, and bond amounts set by Judges/Magistrates. Coordinates with the jail once a bond is paid.
11. Responsible for creating animal bite reports and sending out quarantine letters. Communicates the status of animal bites with DHHS and Animal Control.
12. Performs basic office duties, such as copying, filing, word processing standard documents, preparing basic spreadsheets, sorting, filing, and maintaining various records and official documents, and entering data into various databases.

13. Checks visitors into the records management system, assigns an individual to a room, and coordinates movement of the inmate to the appropriate room for professional, clergy, or public visit. All visitors must be properly screened, verifying their ID and/or credentials for entry.
14. Reviews and determines what incident and accident reports can be released to the public and/or to insurance companies. Reports that are deemed releasable must be reviewed to redact certain information per policy. For non-releasable reports, the requestor must be instructed on how to obtain a report through a FOIA request.
15. Attaches property/evidence vouchers and evidence return receipts to cases for the Property Room/Detective Bureau.
16. Answers inquiries concerning inmate status from family members, attorneys, bail bond persons, and others as needed.
17. Responsible for verifying final dispositions that are received by the Prosecutor's Office and attaching them to the appropriate case to complete the record.
18. Inmates can request to have their property released to a designated person or family member, but this requires proper authorization and paperwork. The Central Records Specialist must determine if authorization exists, verifying the pickup person's identity, creating the required documentation, and obtaining a signature for property release.
19. Receives and inventories an inmate's belongings in the Jail Management System (JMS) for upcoming jury trial proceedings. Coordinates with a jail deputy to have belongings moved to a secure location.
20. Trained as a back-up for managing VCS timekeeping software and preparing payroll for office to export to Human Resources.
21. Trained on FOIA requests and required to process records requests, including reviewing and redacting when needed in the absence of the FOIA coordinator.
22. Performs 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 accommodation 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 providing clerical and administrative support.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Valid Michigan Vehicle Operator's License.
- Must be LEIN certified within the first six months of employment (trained and tested).
- Notary Public certification within the first six months of employment
- Ability to work in a high-volume, high-stress environment with the ability to multitask amid distractions.
- Knowledge of general office procedures, maintaining files and records, and basic math skills.
- Skill in effectively communicating in assigned areas of responsibility orally and in writing.
- Ability to quickly gain knowledge of the Sheriff's Office operations, services, and policies.
- Skills in Microsoft Excel, Word, Adobe Acrobat, PowerPoint, VCS timekeeping system, JMS and RMS, Jail's web-based services for inmates, and MUNIS financial programs.
- Good skills in proofreading, performing basic arithmetic calculations, maintaining accounts and records, and following established procedural systems.
- 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 emergencies.
- Skilled in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master software programs utilized by the assigned department and new technologies.

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 accommodation 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 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 moderate.