



CLASS SPECIFICATION

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Last Title Change: 10/2018
FLSA: exempt
Probation: 12 months

SHERIFF'S OFFICE CIVIL AND RECORDS SUPERVISOR

DEFINITION

Under general supervision, plans, coordinates and supervises the activities of the Civil, Records, Field Services, and the Criminal Information Center within the Administrative Services Division of the Washoe County Sheriff's Office (WCSO); and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An associate's degree from an accredited college or university in criminal justice, computer science, communications, business or a closely related field AND two years of full-time progressively responsible administrative experience in service of legal process, public safety or in processing documents and records which require the interpretation and application of statutes, regulations and/or legal opinions; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Certification as a qualified Terminal Agency Coordinator (TAC), Assistant Terminal Agency Coordinator (ATAC) or user of the National Crime Information Center (NCIC) and Nevada Criminal Justice Information Systems (NCJIS) must be obtained within six months of time of appointment.

Certification as a qualified Reporting Agency Coordinator (RAC), Assistant Reporting Agency Coordinator (ARAC) or user of the National Incident-Based Reporting System (NIBRS) must be obtained within six months of time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Oversee the daily operations of assigned area through the development and implementation of policies and procedures while ensuring adherence to all federal, state and County laws, statues and ordinances related to the Administrative Services Division.

Supervise assigned staff, to include staff selection; planning, prioritizing, assigning, scheduling, and reviewing work; provide training to staff in proper work methods, procedures, and techniques;; provide professional development, coaching and mentoring; conduct performance management and written performance evaluations; implement disciplinary measures and conflict resolution procedures as necessary; assure effectiveness and quality of work outputs; monitor and direct progress to achieve goals and objectives.

Maintain staff training requirements and compliance; create and maintain training manuals; create lesson plans, workbooks, tests, and documentation for desk manuals.

Respond to inquiries, conduct research, and resolve complaints from the public and other agencies regarding personnel, policies, practices, and procedures.

Establish relationships with other law enforcement/criminal justice agencies and coordinate assigned services and activities to disseminate pertinent information; serve as primary resource for information and interpretation of local, state, and federal laws related to the Administrative Services Division, and ensure adherence/compliance to all federal, state and county laws, statutes, and ordinances.

Represent the programs, operations, and functions of the Sheriff's Office on various committees, projects or in meetings and collaborate with various agencies and organizations.

Compile, analyze and organize data to submit fiscal statistics, written reports, and to present information to management as required; provide justification and make recommendations regarding budget preparation for the division.

Gather pertinent information and records to be used in civil and criminal proceedings, submit documents to legal advisors for appropriate action and testify in court on behalf of the WCSO.

Analyze potential impact of proposed legislative issues or bills on the Administrative Services Division; compile information and assist in developing data points supporting the agency's position on the issues.

Reconcile and post receipts to specified accounts; prepare deposits; cancel/reject incorrect payments; approve payment distributions as account signer on the Washoe County Execution Trust Fund.

Maintain technical system updates; coordinate with Technology Services during updates, maintenance, and replacement of equipment to ensure policy compliance and reporting to local, state, and federal agencies.

Oversee and maintain assigned fleet of County vehicles; coordinate with multiple County departments regarding maintenance and repairs; provide direction to staff to ensure the safe operation of Washoe County vehicles and equipment.

Provide guidance and direction to deputies and staff regarding service of documents; explain and direct staff on legal document process and service; serve legal documents including writs, summons, subpoenas, orders, notices, and items related to witnesses, victims, and defendants in criminal and civil matters while adhering to all federal, state and county laws, statutes, ordinances, policies, and procedures related to the service of civil process and pertaining to the timely process and serving of legal documents; ensure compliance with court orders regarding the sealing of records.

Serve as TAC or ATAC; act as liaison between the WCSO and Nevada Department of Public Safety (DPS); interpret and administer the policies and guidelines to identify noncompliance regarding established policies and procedures; maintain physical terminal inventory and protection; track, train and ensure all terminal users are certified; complete mandatory state and federal audits.

Oversee the entry and removal of warrants, missing persons, stolen vehicles, stolen firearms, and stolen property into the NCIC database and Confirmation of ex-felon registrations.

Review and approve a variety of reports to include crime reports, accident reports, incident reports and daily logs; check reports for accuracy, grammar, and compliance with NRS and federally mandated NIBRS standards; develop and provide NIBRS training to commissioned and non-commissioned personnel.

Establish methods and procedures for providing various non-sworn law enforcement services, identify resource needs and allocate resources. Coordinate response to calls for service from the public, deputies, and outside agencies.

Process and respond to Subpoena Duces Tecum for all records maintained by the WCSO.

Organize and conduct Internal Review Board (IRB) hearings for work permit denial appeal requests.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Countywide personnel policies.

Departmental/divisional policies, practices, and procedures.

Federal, state, and local laws, statutes, codes, regulations, and standards pertaining to area of assignment.

Terms and acronyms commonly used in the assigned function.

Management information systems and software programs used in the area of assignment.

Ability to:

Select, supervise, develop, motivate, and evaluate the performance of staff.

Plan, coordinate, and direct functions to meet the needs of the department.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Principles and practices of the criminal justice process.

Courtroom etiquette, procedures, and rules.

Techniques and methods of record keeping and reporting.

Principles and practices of management, organization, supervision, and training.

Basic budgeting.

Ability to:

Plan and organize work to meet schedules and timelines.

Interpret and apply laws, codes, regulations, policies, and procedures pertaining to a variety of criminal justice functions.

Analyze information, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Verify accuracy and completeness of documents.

Evaluate operations, develop, recommend, and implement operational alternatives.

Research, compile, tabulate, interpret and analyze data and information, including statistical analysis.

Maintain appropriate levels of confidentiality when handling confidential data and information.

Operate a personal computer and use a variety of software.

Write correspondence, narrative reports and other documents.

Communicate orally in a clear, concise manner.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment within a law enforcement agency.

Ability to lift and move objects weighing up to 50 lbs. Ability to use office equipment including computers, copiers, telephones, and fax machines.

Ability to travel to different sites and locations.

Ability to tolerate occasional exposure to the elements, noise, vibration, confining workspace, dust, grease, chemicals, and potential mechanical hazards.

Ability to occasionally use personal protective equipment such as masks, goggles, gloves, etc.

Must complete and submit personal history and pass a background investigation including Computerized Voice Stress Analysis (CVSA). Background investigations will be conducted through the State of Nevada, the Federal Bureau of Investigation (FBI), and NCIC/CJIS.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.