

Montgomery County
Sheriff's Office
Job Description

Title: Records Clerk

FLSA Status: Non-exempt

Department: Sheriff

Series: 3 **Grade:** 2.3

Supervisor: Chief Deputy

Date Prepared: 02/01/2022

Purpose of Position:

This position is multifaceted but the primary role of the Records Clerk is to handle public records request, ensure they are dealt with in a timely manner and to assist with electronic medical records being uploaded.

Essential Functions:

- *Receive and prepare case reports for release according to law.*
- *Receive and prepare video files for release according to law.*
- *Greet the public in a courteous and professional manner and give assistance where needed.*
- *Assist the nurse with the uploading of files to the proper destination.*
- *To charge, receipt and meet deadlines for public records requests.*
- *Design and implement filing systems.*
- *Ensure filing systems are maintained and current.*
- *Ensure security and confidentiality of data.*
- *Receive, record and maintain fees associated with the public records cost.*
- *Transfer and dispose of records according to retention schedules and policies.*
- *All other duties assigned by the Montgomery County Command Staff.*
- *Allocation of resources to enable task performance.*
- *Organize medical office operations and procedures.*
- *Develop and maintain good working relationships with all Sheriff's Office employees.*
- *Confidentiality is crucial*

Non-Essential Functions:

- *Assists with general office activity as needed.*
- *Attend meetings related to assigned duties.*
- *Perform other duties as assigned.*

Education & Qualification Requirements:

- *High School diploma or General Equivalency Diploma.*
- *Proficient computer skills including Word and Excel.*
- *Ability to effectively and tactfully deal with other people.*
- *Ability to operate basic office equipment.*
- *Ability to communicate well, both verbally and in writing.*
- *Proficient in organizing and prioritizing skills.*
- *Basic knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.*
- *Must have working knowledge and comprehension of the legal documents processed by the Sheriff's Office including but not limited to: Tax Warrants, Crash Reports, Criminal Warrants and Case Reports.*
- *Excellent math aptitude.*
- *Must be honest, trustworthy, respectful and flexible.*
- *Must possess cultural awareness and sensitivity.*
- *Attention to detail and accuracy.*

Responsibility:

Incumbent works independently and with other personnel as well as the public to accomplish the Record's Clerk duties. A thorough knowledge of Montgomery County Sheriff's Office Policy and Procedures are needed. Tasks require selection of applicable methods of procedures. Errors in judgment or failure to perform duties in tax warrants, record keeping, budgeting or financial mistakes could result in confusion, the possibility of litigation and embarrassment to the Montgomery County Sheriff's Office.

Working Relationships:

The Montgomery County Sheriff's Office uses a paramilitary structure and chain of command. Working relationships are with the Sheriff, division commanders, Majors, Captains, Lieutenants, Sergeants, Corporals, Deputies (both merit and jail), civilian personnel, public, attorneys, court personnel, inmates, inmate workers, contracted workers as well as all other county employees and departments. All of the relationships are important to facilitate a harmonious balance between government and the public we serve.

Working Conditions and Physical Demands:

Work is typically performed in a standard office environment. Although contact with inmates is strictly controlled and monitored, hazards are always present within the jail environment, including the risk of severe injury. Exposure to persons who may possess any or all of the following conditions: Intoxicated; under the influence of drugs; Suffering from mental illness, Violent, suicidal; or extremely hostile and unruly behavior; Suffering from AIDS, Hepatitis, or any other of a number of deadly or contagious diseases; exposure to bodily fluids; Performing duties in a maximum security facility which houses convicted Felons; Exposure to handguns and other weapons.

I have read and understand this job description, and its relationship to the position I occupy.

Signature

Date

Printed Name

I certify that this job description is an accurate description of the responsibilities assigned to the position. The above statements are intended to describe the general the general nature and level of work being performed by the Montgomery County Sheriff's Office, Record's Clerk. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Elected Officials Signature: _____

Date: _____