

# Leon County Sheriffs Office

## Job Description - Listing

### POSITION: Records Clerk

ID	Statement	Performance Standard
<b>TASK</b>		
ALL1000	Complete assignment as directed	The employee will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.
GS1078	Sort and distribute mail.	Given a date / time clock, the employee will date / time stamp all incoming mail and correctly distribute the mail to the appropriate departments or personnel in accordance with agency policy.
GS1088	Maintain confidential files.	The employee will correctly type, file, and retrieve confidential documents, maintaining the security and confidentiality of the document in accordance with agency policy.
GS1098	Maintain files	The employee will ensure that all documents/reports/correspondence are filed in a timely manner and secured in the appropriate location consistent with agency policy.
RC1200	Provide statistical data.	Given a computer, software, printer and offense incident reports, the employee will generate and provide accurate statistical data to FDLE in accordance with agency policy.
RC1201	Validate stolen property and missing persons reports.	Given stolen property or missing persons reports, copier, computer / software, data stamp and clock, the records employee will verify and validate information contained within those reports in accordance with agency policy.
RC1202	Log, sort, copy, distribute, and file offense reports.	Given offense reports, a computer with appropriate software and a copier, the employee will correctly log the reports into the records computer, send copies to the appropriate departments or agencies, and file the originals in accordance with agency
RC1203	Receives monies and provides receipts for services provided to the public.	The employee will charge members of the public for background checks and for copies of offense reports, collect the monies and provide correct change and receipts, in accordance with agency policy.

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RC1204	Provide information to deputies and the public.	Given a request form for information and the appropriate equipment, the employee will locate, copy and furnish the individual or agency with accurate information in a timely manner and in accordance with agency policy.
RC1205	Stamp and number offense report folders.	Given file folders and a hand stamp machine, the employee will correctly determine the number of offense report folders required and stamp the folders sequentially, in accordance with agency policy.

**POLICY**

PL1	Accepts supervision and	The employee/volunteer responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.
PL2	Grooming and dress	The employee/volunteer is appropriately groomed and attired so as to present a professional image in accordance with the agency mission, goals, and
PL3	Observes work hours	The employee is at work on time and works the shift until the shift is over.
PL4	Contact with public	The employee/volunteer demonstrates a polite, helpful, courteous, and professional image when engaged in any activity with the public.
PL5	Operation and care of equipment	The employee/volunteer properly operates and cares for equipment to manufacturers specifications and/or within the specified parameters and in accordance with agency policies.

**PROFICIENCY**

PR17	Information systems entry / retrieval skills	The employee is able to accurately enter and / or retrieve information from various computer systems, including CJIS/NCIC/FCIC (if applicable) , in a timely manner.
PR18	Computer /software/office equipment skills	The employee demonstrates adequate skill in the use of word processor, spread sheet, data-base, printer, copier, and any other equipment/software required to perform position tasks.
PR20	Time management skills	The employee efficiently organizes, prioritizes, schedules, and manages daily work activities, tasks, and special assignments.
PR23	Inter-personal skills	The employee/volunteer demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and

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PR29	General communications skills	The employee/volunteer has the ability to express ideas and effectively communicate information to citizens and colleagues as well as the ability to process verbal information, physical cues, and body language in order to effectively listen to
PR39	Knowledge of procedural/policy manuals	The employee has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing.
PR4	Verbal communications	The employee/volunteer conveys verbal information / instructions / directives / commands in a clear, concise, and intelligible manner.
PR5	Written communications	Written communications are accurate, concise, legible, and timely.
PR63	Knowledge of offense codes	The employee correctly identifies offense codes for data entry / retrieval / dissemination.

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**Statement**

**Performance Standard**

Notes, Comments, or Additional Performance Measures to be added:

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SUBJECT MATTER EXPERT APPROVAL

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