



Office of Human Resources  
Law Enforcement Records Technician - CN3111  
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### General Statement of Duties

Coordinate and support technical functions, duties, and assignments pertaining to the processing and maintenance of corrections records. Process records of inmates/detainees in the criminal justice system and assist in ensuring the lawful detention and release of inmates/detainees. Coordinate legal technical work involving the application of policy and legal requirements as it relates to courtroom, warrants, and bonding activities.

### Distinguishing Characteristics

The Law Enforcement Records Technician is the first level classification with the Law Enforcement Records Technician Lead providing lead level responsibilities.

### Level of Supervision Exercised

None

### Essential Duties

Analyze and interpret complex information; approve or reject documentation according to policies, procedures, rules, statutes or regulations as it relates to the specialized functional area.

Review and monitor case files, filings and related documents to determine compliance with relevant and appropriate statutes, rules, administrative orders and/or other governing policies and procedures.

Review, prepare and process legal orders, warrants, protection orders and appearance bonds and other complex forms to include motions, writs of habeas corpus, mittimus, advisements, warrants, protection orders and appearance bonds, in accordance with a judge's order, court procedures, legal precedents or other complicated procedures; create forms and legal documents including motions, contempt citations and other documents as necessary.

Determine according to guidelines if an inmate/detainee is eligible for release, and process records for the release, accept cash and process records for the release of inmates/detainees, issue receipts, prepare paperwork for deposits, and maintain related financial records. Audits inmate/detainee files for accuracy.

Enter, retrieve, interpret, confirm and record data from a variety of records such as complex court orders, policy custody reports, warrants, teletypes and other electronic forms of communication into data base system.

Research and access files for criminal, statistical and historical information; research and gather information necessary to accurately process records; confer with multiple agencies to clarify information; contact court room clerks/staff regarding illegible, illegal or ambiguous court orders, requesting reissuance of orders.

Communicate with law enforcement agencies, court staff, inmates/detainee, and other interested parties.

Coordinate records for processing and movement of parole, probation, U.S. Marshal, juvenile and out-of-county hold prisoners.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decisiveness - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Knowledge & Skills**

Knowledge of legal terminology and legal documentation format sufficient to be able to read, interpret, and prepare legal documents.

Knowledge of office practices and procedures sufficient to be able to organize and maintain files, records, and schedules and to obtain and/or relay information and process documents in a timely manner.

Skill in interpreting federal, state and local laws.

Skill in presenting ideas for improvement of processes, procedures and policies.

By position has knowledge of CCIC and NCIC computer access, query and entry system.

By position has knowledge of bond forfeiture procedures.

By position has knowledge of cash, surety, and personal recognizance and property bond procedures.

**Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

Three (3) years of clerical experience, of which two (2) years of experience must have been in court, law enforcement or legal setting.

**Education & Experience Equivalency**

A combination of appropriate education and experience may be substituted for the education and experience requirements with the exception of the two years of experience in court, law enforcement or legal setting.

**Licensure & Certification**

Must be able to pass an initial pre-security clearance screening and maintain CBI (Colorado Bureau of Investigation) certification as a condition of employment.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.  
Subject to varying and unpredictable situations.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.  
Carrying: transporting an object, usually by hand, arm, or shoulder.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Handling: seizing, holding, grasping, or otherwise working with hand(s).  
Fingering: picking, pinching, or otherwise working with fingers.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive motions: making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work through using two or more.  
Far acuity: ability to see clearly at 20 feet or more.  
Near acuity: ability to see clearly at 20 inches or less.  
Depth perception: ability to judge distance and space relationships.  
Field of vision: ability to see peripherally.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color vision: ability to distinguish and identify different colors.  
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check  
Employment Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: N-617**

**FLSA Code: N**

**Established Date: 1/29/2019**

**Established By: SO**

**Revised Date:**

**Revised By:**

**Class History:**