



Office of Human Resources
Law Enforcement Records Technician Lead - CN3112
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General Statement of Duties

Provides lead level responsibilities in the coordination and support of 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, warrant, and bonding activities.

Distinguishing Characteristics

The Law Enforcement Records Technician Lead provides lead level responsibilities to the Law Enforcement Records Technician.

Level of Supervision Exercised

Exercises regular lead work duties to include assigning duties and training new staff.

Essential Duties

When training reviews work for accuracy and completeness and returns assignments with recommendations for proper completion. Performs daily evaluations on trainees.

Resolves problems encountered during daily operations and determines appropriate solutions.

Provides work instruction and assists employees with difficult and/or unusual assignments.

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 courtroom clerks/staff regarding illegible, illegal or ambiguous court orders, requesting reissuance of orders.

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

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

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback, and furnishes information for the formal performance evaluation. Responds orally to informal grievances and relays information to the supervisor. Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Performs other related duties as assigned or requested.

Any one position may not include all 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.

Knowledge of case flow management principles and Trial Court Performance Standards.

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, including three years of experience in a court, law enforcement, or legal setting at the type and level of Law Enforcement Records Technician.

Education & Experience Equivalency

None

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-619

FLSA Code: N

Established Date: 1/29/2019

Established By: SO

Revised Date:

Revised By:

Class History: