



EMPLOYMENT OPPORTUNITY

COMMUNITY SERVICES OFFICER- Records Manager – **UPDATED 11/22/22**

SALARY AND BENEFITS

\$19.26 - \$25.36 per hour, plus benefits

FILING DEADLINE

EXTENDED: 5:00 p.m., ~~November 21, 2022~~ December 2, 2022.

DUTIES AND RESPONSIBILITIES

This is a non-peace officer position which is responsible for supervising, scheduling, coordinating and participating in the Records Section of the Sheriff's Department. Maintains and completes required reporting to allied agencies, state contracts, and the Departmental computer system. Provides administrative and management staff assistance.

The major duties of the job include:

- Supervise, schedule and coordinate the activities of the Records section, the Sheriff's Office including the operation and maintenance of the RIMS system and automated public safety record system.
- Develop and implement procedures and policies for the work unit; coordinate workflow.
- Maintain compliance with new and changing laws, policies and procedures; inform staff of changes in laws and other agency requirements.
- Maintain the Department's computer information system; maintain both in-house and outside agency liaison with respect to computer enhancements and coordination.
- Supervise and train assigned personnel in the performance of departmental support functions; develop and implement training sessions for assigned staff related to areas of assignment.
- Train new personnel in the systems and procedures related to the records functions; develop and implement training sessions for assigned staff related to areas of assignment.
- Train new personnel in the systems and procedures related to the records functions; troubleshoot problems and respond to questions and inquiries from other Department staff.
- Research, collect data, and prepare a variety of statistical and written reports as required.
- Assist Departmental personnel and the public in person and by phone performing record checks, and receiving reports and complaints from citizens.
- Prepare and submit records section payroll documents, notifying Operations Captain and/or Lieutenant of any discrepancies.
- Work with Department personnel and the public in the areas of assigned functional responsibilities.
- Provide technical assistance on special projects for Department and County-wide management personnel.
- Must be able to perform other CSO duties in the absence of other CSO's including but not limited to: evidence management, civil, youth services, payroll etc.
- Other duties may be assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education

Equivalent to the completion of the twelfth grade supplemented by college or university courses preferable in Police Science, Criminal Justice Administration, Public Administration, Computer Science, or a closely related field.

Experience

Three years of increasingly responsible administrative experience in a law enforcement agency involving computerized records systems and some experience preferred in lead supervision.

Minimum Age

Must be at least 18 years of age at the time of appointment.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license and satisfactory driving record throughout employment.

Must successfully pass an extensive background check and drug screen.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. To obtain an official Lassen County Application, visit Personnel at our website at: <http://lassencounty.org>, or visit our application center at the address listed below. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

PH: (530) 251 -8320

Opened: November 3, 2022

□ GENERAL INFORMATION □

Lassen County is an equal opportunity employer hiring employment eligible applicant.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.