

**INGHAM COUNTY  
JOB DESCRIPTION**

**RECORDS CLERK - SHERIFF'S OFFICE**

**General Summary**

Under the supervision of the Office Coordinator or Command Officer, performs a variety of records processing and maintenance functions and provides general clerical support to the Sheriff's Office. Types a wide variety of materials, sets-up and maintains filing systems, receipts and records monies that come into the Sheriff's Office, maintains central records, and processes and maintains inmate billing records. Assists the public in person and over the telephone.

**Essential Functions**

1. Regularly enters information pertaining to arrests, tickets, complaint reports, warrants, petition and bench warrants, and accident reports into computer. Reviews and codes all information for Michigan Incident Crime Reporting.
2. Types all case reports and supplemental information. Responsible for distributing and securing signatures so that reports can be forwarded to the Prosecutor as soon as possible. Enters arrest information into computer for Michigan Incident Crime Report. Reviews and codes all information for Michigan Incident Crime Reporting.
3. Sets up and types juvenile petitions, warrant letters, inmate file cards, and various other legal documents and reports. Transcribes verbatim evidence such as taped confessions, statements and interviews for the Detectives. Types reports for detectives involving all types of criminal activity.
4. Provides information to the public, courts, judges, county offices, and other state and local governmental agencies, in person and by telephone, explaining the policies and procedures of the Office.
5. Compiles information, sets-up, and types a variety of materials such as legal documents, juvenile petitions, inmate file cards and folders, police reports, warrant letters, investigations, interviews, and monthly and quarterly reports.
6. Sets-up and maintains filing systems, includes indexing, retrieving and re-filing statements, police reports, traffic citations, inmate records, cards, documents and general correspondence from the courts, attorneys, insurance companies, military, and the public.
7. Maintains inmate trust accounts and balances daily receipts which may include monies posted by Correctional Officers to inmate accounts, commissary monies, money collected for copies of police reports and photographs, and various other fees. Processes transmittals to Treasurer and performs bank reconciliations.

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8. Responds to requests for accident reports from attorneys, insurance representatives and others, and prepares billings. Sends out subpoenaed records. Responds to other requests for records.
9. Maintains inmate records and police records (complaints), Officer's daily reports, activity reports, billing statements and statistics.
10. Processes permits to purchase handguns, registrations of handguns, and applications to carry concealed weapons. Provides information to the public on gun laws regarding permits to purchase handguns, concealed weapons and laws pertaining to handguns and explosives. Physically inspects weapons for correct serial numbers and to verify that weapons are safe and not stolen. Must be able to perform duties associated with the Automated Pistol Registration System.
11. Performs fingerprinting and criminal history checks on applicants for employment.
12. May serve as back-up for Communications Operator, working on LEIN system, including entering, deleting, and modifying warrants and stolen property files and communicating on LEIN with other law enforcement agencies on background checks, warrants, bonds, court appearance information and transports.
13. Maintains various records, documents, and reports which are confidential, and complies with the Privacy Act and Freedom of Information Act in providing copies of various documentation.
14. Processes by computer entry traffic tickets, complaints, accident reports, and inmate accounts, as well as on-line statistics and other information with the State Police.
15. May provide reception services which includes receiving visitors to the Sheriff's Office, answering inquiries regarding office procedures and/or directing to proper source, operating the switchboard of the Sheriff's Office, answers routine inquiries, takes messages for staff, and routing others to proper sources. Provides counter and telephone assistance to attorneys, insurance representatives and the public.
16. Performs secretarial functions such as preparing correspondence, taking notes at meetings, and preparing meeting minutes.

**Other Functions**

17. Serves as LEIN Operator and runs LEIN for Prosecutor's Office, Road Patrol, purposes for arrests, and as required to process applicants. Prepares LEIN Entry Sheet for warrants and enters warrants into in-house computer.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications**

**Education:** High school graduation or equivalent with some advanced coursework in accounting/bookkeeping, business, and legal terminology.

**Experience:** One year of secretarial or clerical related experience in a law enforcement setting or in the legal field.

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from computer.

Ability to file and retrieve files and documents.

**Working Conditions:**

Works in office conditions.

Exposure to individuals incarcerated for a variety of criminal offenses.