



# RECORDS SPECIALIST - BODY -WORN CAMERA PROGRAM

Salary: \$35,984.00 - \$43,180.80 Annually

Job Type: Full-Time

Location: Stafford County, VA

## **General Definition of Work:**

The body-worn camera Record Specialist prepares, scans, and purges documents and files in compliance with policies, procedures, regulations, and public records law. The Record Specialist ensures maintenance, availability, confidentiality, and release of records to authorized individuals per established guidelines.

## **Essential Functions:**

- Provides administration and maintenance of the body-worn camera program;
- Assigns and maintains inventory of body-worn camera equipment to include cameras, docking stations, cables, etc. and ensures adequate supplies are on hand;
- Assists end-users with troubleshooting fundamental technical equipment issues;
- Researches and designs departmental training programs and conducts training programs by serving as instructor or facilitator;
- Coordinates with Information Technology staff regarding system related issues;
- Reviews and evaluates policy and procedures and assists in the development, implementation, and updating of policies and procedures;
- Performs routine functionality audits ensuring video evidence is appropriately uploaded and policies and procedures related to the BWC program are followed;
- Reviews and redacts videos and ensures the release follows federal, state, and local statutes and established policies and procedures;
- Assists personnel in the use and navigation of the BWC software in finding specific video files, burning copies, and sharing files with authorized personnel and entities;
- Researches and develops records, reports, and other documentation related to assigned functions;
- Provides on-call support and on-site visits as required;
- Answers inquiries from the general public, public officials, County employees, or other individuals requesting assistance or public information;
- Serves as Custodian of Records and disseminator of information in accordance public records laws and Stafford County Sheriff's Office policies and administrative regulations;
- Functions as back up for the Records Manager by analyzing and researching requests from insurance companies, attorneys, and other agencies for accident and incident reports and county documentation utilizing FOIA.
- Performs additional tasks and projects as assigned, i.e., Board of Supervisor reports, TOW letters, FR300 requests, phone calls.

## **Knowledge, Skills and Abilities:**

- Knowledge of standard office equipment and software programs to include personal computers, copiers, scanners, etc.
- Knowledge of additional software, CivilNet, to enter non-IBR data and backup the Courts Division.
- Knowledge of County and departmental programs, policies and terminology
- Ability to follow federal, state and local statutes and regulations with regard to release of records.
- Ability to read, understand and interpret difficult materials with complicated information that may contain excerpts from regulatory and/or legal documents.
- Ability to troubleshoot standard technical equipment issues.

- Ability to establish and maintain effective working relationships with Command Staff, County officials, supervisors, employees and the general public. • Ability to perform and organize work more independently and exercise judgment and initiative • Must be able to maintain a high level of confidentiality.

**Education and Experience:**

High school diploma supplemented with additional training and related work experience OR any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**Special Requirements:**

All Sheriff's Office positions require a criminal history check, background investigation, and physical exam to include alcohol and drug testing.

**Physical Requirements/Work Environment:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions.

