



RECORD SPECIALIST - INCIDENT REPORTING

Salary: \$17.30/hour

Job Type: Part-Time

Location: Stafford County, VA

EXAMPLES OF DUTIES: Performs specialized department related records management and skilled data entry by coding Law Enforcement reports using National Incident Based Reporting to transfer data to the Virginia State Police. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs administrative support to include processing of reports, court documents, records requests and other paperwork as necessary.

Utilizes multiple database programs including On Base, Report Management System, Computer Aided Dispatch.

Enters a variety of data into computers; verifies statistical and other records for accuracy and completeness.

Enters and retrieves sensitive and restricted information into computer systems.

Assists in the coordination and preparation of periodic, special and other reports.

Collects information from a variety of sources and compiles data.

Creates and refines reporting forms.

Compiles and validates public reports and creates specialized law enforcement electronic files.

Regularly performs as back up coverage for Record Specialist – Warrants and Record Specialist – FOIA.

Supports Department by greeting visitors, answering phone calls and forwarding to the appropriate party. Operates a variety of standard office equipment. Performs related administrative tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; thorough knowledge of County and departmental programs and policies and terminology; ability to make independent decisions on data validity, data quality and document completeness; ability to read and understand moderately detailed policies, procedures and job related materials; ability and judgement to identify and report on data and information variances; ability to type at a reasonable rate of speed; ability to make arithmetical calculations; ability to operate a variety of office and computer equipment and produce simple documents and correspondence; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates.

PHYSICAL REQUIREMENTS: 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.

TYPICAL QUALIFICATIONS: Any combination of education and experience equivalent to graduation from high school and some office assistance experience including working with the general public.

SUPPLEMENTAL INFORMATION: Candidate selected will be required to satisfactorily complete a criminal history and fingerprint check, interview, background investigation and medical exam to include alcohol and drug testing, at the Sheriff's Office expense.

