

**COUNTY OF LINCOLN
Job Description Form**

Division/Department: Sheriff

Job Title: Records Coordinator

Reports to: Sheriff

Level/Grade: 14

Type of position:

Hours/Week

- Full-time
- Part-time
- Temporary/Seasonal
- Emergency Hire
- Grant/Contract

- Classified
- Unclassified

General Description:

Responsible for all case files, citations, accident and offense/incident reports and recording of these files; transportation and extradition reimbursement and reports; forest reports; UCR reports; control and record daily deposits (civil process, forest, transportation and extradition); transcribing; criminal and civil process, which includes maintaining computer files and data entry; maintain computer files on warrants and sending copies to local judicial agencies; generate computer reports; keep statistics; data entry on all dispatch calls; assist in computerizing evidence data; answer multi-line telephone; takes and relays messages or directs caller to proper personnel; performs a variety of secretarial duties; filing; notarizing necessary documents; emergency dispatch back-up; serves as matron as needed; performs other duties as assigned. Must deal with confidential/sensitive matters. Must have working knowledge of Administrative Assistant and dispatch duties.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- High school diploma or GED certification, plus three years' experience in general office skills and accuracy in data entry for record maintenance.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Able to read and write proficiently; understand written and oral instructions; interact with general public, staff and elected officials in a pleasant manner.
- Must have working knowledge of personal computer and understand basic programs; word processing and printers; broad knowledge of typing for successful job performance; ability to operate a 10-key calculator, photocopier, facsimile machine, transcriber, multi-line phone system, and other related office equipment.
- General bookkeeping knowledge. Ability to remain composed during stressful and/or emergency situations; must obtain and relay messages/information accurately.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- Office environment. Normally works 8-5 Monday-Friday. May be required to attend out of town training and seminars.
- Multi-line telephones, 10-key calculator, personal computer terminal/keyboard and printer, photocopy machine, telefax machine, typewriter, transcriber, radio, television, VCR, two-way radio, and other related office equipment.

Comments on Physical Requirements:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 50 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.

Approved by: Robert Shepperd May 11, 2015

Date Posted: _____

Date Hired: _____

Employee Declaration:

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date: _____