

**LEWIS COUNTY SHERIFF'S OFFICE
SUPPORT TECHNICIAN 1
JOB DESCRIPTION**

Employee Name:	
Personnel #: (4 Digit)	
Bargaining Unit:	Sheriff's Support Services Guild
FLSA:	Non-Exempt

DEFINITION:

Support Technician 1 independently coordinates and performs a broad range of technical support services to the Services, Corrections and Operations Bureaus. A Support Technician 1 is responsible for assisting the public; computer entry; processing, storage, retrieval and dissemination of various reports, records, and information within the Sheriff's Office; issuing law enforcement related permits and licenses; transcription of reports, statements, correspondence, directives, and other law enforcement paperwork; creating forms and preparing correspondence.

DISTINGUISHING CHARACTERISTICS:

Employees perform varied secretarial, clerical and support functions in a law enforcement or corrections setting.

TYPICAL JOB FUNCTIONS:

Support Technician 1 competently performs some of the various job functions listed below, depending on the employee's individual job assignment. (The meaning of competent for any given task is measured at 80% of the current work group average).

- Enter, update and search data in various Sheriff's Office computer systems (Spillman Law Enforcement Computer System, FBI and WSP databases).
- Type, transcribe and write various forms, correspondence, reports, statements, directives, evaluations, search warrants and other law enforcement information from written material, tapes and dictation, using various computer software.
- Maintain numerous law enforcement and corrections files in an up-to-date and organized manner.
- Greet and assist public; answer assigned telephone lines, route calls, take and distribute messages; respond to public and member inquiries both by telephone and in person.
- Copy, distribute, archive and purge various law enforcement documentation according to policy, procedure, law, or as instructed by supervisor. Maintain required audit trails of information distributed.

- Process and maintain law enforcement case reports, booking reports and records, fingerprint cards, crime scene photographs, rosters, and other various law enforcement data.
- Process criminal history records check requests according to policy, procedure and law.
- Process and maintain warrant and domestic violence files. Enter, modify, clear, cancel and confirm warrants and domestic violence orders in NCIC/WACIC and Spillman computer systems. Validate status of warrants and domestic violence orders per state statute.
- Process and maintain reports and logs of stolen property, guns, vehicles, missing and runaway persons per state statute.
- Process applications for Concealed Pistol Licenses, State Firearms Dealer Licenses, Specialized Forest Products Permits, and other licenses, permits and related documents according to established procedures, county ordinances, state and federal laws. Track permits issued to the United States Forest Service according to agreement and established procedure.
- Process requests for reports, montages and other law enforcement information according to established policy and procedure.
- Schedule appointments as directed.
- Attend all scheduled meetings on time and participate in discussion when appropriate.
- Compile monthly statistics, check for accuracy and create various reports as directed by supervisor.
- Fingerprint citizens and applicants as needed. Review and process fingerprint cards according to procedure.
- Coordinate cooperative relay of inmates with other law enforcement and correctional agencies; maintain up-to-date list of pending transport orders; arrange special prisoner transportation as required.
- Assist with documentation related to the Day Jail Program, including scheduling, checking in and checking out inmates on day reporting.
- Open, inspect and distribute inmate incoming mail.
- Prepare inmate commissary and indigent inmate mail supplies for weekly distribution.
- Process inmate visitation kites and oversee citizen visitations with inmates.
- Accept and receipt money for bail and inmate accounts.
- Calculate inmate overpayments and notify accountant of reimbursements.
- Perform the duties of a Special Deputy Sheriff according to the provisions and restrictions of the commission.
- Maintain sex offender files; process yearly sex offender address verifications; and assist in the registration of sex offenders.
- Process requests for deputy extra work details according to procedure.
- Maintain court calendar and notify employees of court appearances.
- Requisition necessary supplies in a timely manner.
- May be called upon to perform excess clerical duties in other divisions.

- Perform other duties as assigned by supervisor, which are within capabilities and training.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to competently enter, update and search various data into confidential and restricted computer systems with federal, state and local software programs.
- Ability to operate contemporary office equipment, not limited to typewriter, computer, copy machine, fax, transcription machine, microfiche readers and calculator.
- Ability to transcribe from written material, tapes or dictation.
- Knowledge and ability to organize data into appropriate usable format, and prepare correspondence and documents from oral and written instructions.
- Ability to accurately document and prepare meeting minutes.
- Ability to learn new skills.
- Ability to write clearly and effectively.
- Ability to file alphabetically and numerically.
- Ability to communicate effectively both orally and in writing, and to establish and maintain harmonious working relationships with other employees and the general public.
- Ability to organize and prioritize work.
- Ability to maintain confidentiality.
- Ability to maintain a courteous attitude under stressful situations when citizens and staff are in various stages of emotional anxiety.
- Ability to deal with graphic language, photos or events.
- Ability to work with minimal supervision.

MINIMUM QUALIFICATIONS:

- Citizen of the United States.
- Provide proof of eligibility to work in the United States.
- Read and write English.
- High school diploma or GED.
- Minimum 21 years of age.
- Washington State driver's license.
- Meet Civil Service requirements and pass examinations, including written test, physical agility, oral and keyboarding.
- Minimum keyboarding speed 50 words per minute (corrected).
- Pass physical assessment, polygraph and thorough background examination.
- Able to obtain notary public status.
- Meet and pass State and Federal background and testing to be certified to access restricted and confidential computer systems.

PHYSICAL REQUIREMENTS:

- Able to obtain notary public status.
- Ability to lift objects weighing approximately 35-50 pounds.
- Ability to move objects weighing approximately 70-150 pounds.
- Ability to see, with or without corrective lenses, well enough to read correspondence and law enforcement reports and information, focus for extended periods of time and perform general office work.
- Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone, in person, on a two-way radio, and transcribe statements verbatim.
- Ability to operate computer keyboard for extended periods of time. Strength and flexibility to bend and file for extended periods of time.
- Ability to wear protective gear and clothing, when appropriate.

JOB DESCRIPTION APPROVAL:

I have reviewed this job description and understand that it reflects the major tasks of my job. If I have any questions, I understand I can contact my supervisor.

Employee's Signature

Date

I have reviewed this job description with the employee.

Supervisor's Signature

Date