CHARACTERISTICS OF THE CLASS

Under the supervision of the Records Manager or designee, performs responsible and complex work of a highly specialized nature requiring the careful management of all of the Sheriff’s Office records. The Records Management Liaison Officer (RMLO) coordinates the legal destruction of obsolete records in accordance with the Public Records Law. The RMLO is responsible for the inventory and storage of all records delivered to the Sheriff’s Office Archive, and establishes whether the agency will maintain, store or apply to destroy the records.

The RMLO makes independent work decisions based on experience and knowledge, but refers the more difficult and complex problems to the Division Commander for decision.

EXAMPLES OF THE DUTIES

Coordinates between the agency and the Bureau of Archive on records retention issues.

Coordinates with the agency’s Records Liaison members on general records schedules, records disposition and archiving.

Arranges for the transportation and storage of records in archives.

Conducts an annual inventory of all records in archives and prepares the necessary reports.

Supervises the microfilm/scanning of all records submitted for this purpose.

Maintains a computer database of records archived.

Assists in the identification and safe storage of the agency’s vital records.

Provides training as required to new agency Records Liaison members.

Is a central source for records management information within the agency.

Assists in training of personnel.

Participates in Sheriff’s Office recruitment and community relations activities as directed.

Performs related work as assigned or required.

QUALIFICATIONS

A. Training and Experience

High School diploma or GED, with a minimum of two (2) years records experience. Law enforcement experience is helpful, but not mandatory.
B. **Essential Requirements of the Position**

Knowledge of the State laws and Sheriff’s Office rules and regulations concerning Public Records Law

Knowledge of inventory control procedures and modern office practices concerning record keeping and inventory control

Knowledge of business English, spelling and arithmetic

Knowledge of general office practices and procedures

Ability to access/retrieve data from upper shelves

Ability to read labels on files

Ability to occasionally lift 10 – 50 lbs.

Ability to climb a ladder to heights up to 12 ft.

Ability to operate standard office equipment, such as a computer terminal, teletype, typewriter, copy machine, adding machine and microfilm camera

Ability to maintain accurate records, logs and files

Ability to work effectively and courteously with other members, superiors and the public

Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the work place.

This list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.