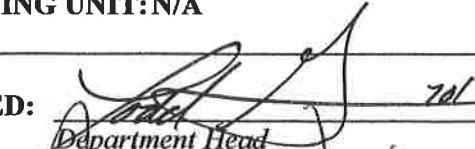



**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Coordinator, Records	PAY GRADE: 11
DEPARTMENT: Sheriff's	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: Supervisor, Records	LEAD: <input type="checkbox"/> Yes <input type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<hr/>	
APPROVED:  _____ <i>7dl</i>	_____ <i>12/21/10</i>
<i>Department Head</i>	<i>Date</i>
 _____	_____ <i>12/21/10</i>
<i>Human Resources Director</i>	<i>Date</i>

I. PURPOSE SUMMARY. Under the direction of the Records Supervisor, oversees all NCIC functions, NCIC audits and terminal operator training and performs as a first-line supervisor to records staff assigned for the Sheriff's Department.

II. ESSENTIAL DUTIES.

1. Supervises the NCIC and records staff, operations, and procedures. Tasks include but are not limited to:
 - a. Oversees functions of the NCIC department; analyzes, organizes, and prioritizes work
 - b. Responsible for NCIC work flow
 - c. Assigns and checks work for accuracy and neatness
 - d. Participates in selection and training of staff
 - e. Responsible for performance evaluation, coaching and corrective actions of staff

2. Performs the full range duties of NCIC TAC (Terminal Agency Coordinator). Tasks include but are not limited to:
 - a. Arranges for and conducts training to ensure maintenance of required certifications
 - b. Primary responsibility for the entering and validation of data
 - c. Develops and implements the policies and procedures for the NCIC section

3. Performs as a back up to the LInX System Administrator. Tasks include but are not limited to:
 - a. Conducting monthly security checks of LInX usage by department personnel

III. ADDITIONAL DUTIES.

1. Performs related duties as assigned
2. Assists other local Terminal Agency Coordinators with overseeing proper NCIC procedures by MVRDA employees

IV. QUALIFICATIONS.

- A. Education.** High school diploma or equivalent is required
- B. Education substitution.** None

C. Experience. A minimum of three (3) years experience as an NCIC operator or similar position, prior supervisory experience is preferred

D. Experience substitution. Education in a related field may substitute for experience

E. Licenses/Certifications. Must have current NCIC/TAC certification

F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must have valid driver's license and successfully pass a background check with no felony convictions

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of:

The NCIC/NMCIC system

Current technologies used in performance of office functions and law enforcement records management practices, policies and procedures

Law enforcement terminology, business English usage, spelling, grammar and punctuation

Methods to maintain accurate records

Computer and relevant software

Principles and practices of effective supervision, leadership, training, and performance evaluations

Skills to:

Operate a computer, its software, and general office equipment

Prepare reports, perform accurate data entry, properly determine report classifications and maintain accurate, detailed and complex records in an automated environment

Apply knowledge of business correspondence standards including English, spelling, grammar, formatting, and punctuation

Ability to:

Type with accuracy at a rate required to perform functions effectively

Demonstrate resourcefulness and tact in public contacts

Handle sensitive and confidential matters and situations

Communicate effectively, in oral and written form

Establish and maintain effective working relationships with others

2. FREEDOM TO ACT.

The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods used in arriving at end results are not usually reviewed in detail.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

The work is sedentary. Typically the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

5. WORK ENVIRONMENT.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles. The work area is adequately lighted, heated, and ventilated.

6. SUPERVISORY RESPONSIBILITY.

First-line supervisor. Full supervisory responsibilities including recommending hiring, promotions, terminations, disciplinary actions; monitors and reviews work; interprets policies and procedures for compliance and quality and quantity standards.

IV. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

Employee

Date

Revised 10/18/10