

**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: DASO Transcriptionist		PAY GRADE: A13	
DEPARTMENT: Sheriff's		FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
REPORTS TO: Records Supervisor		LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BARGAINING UNIT: N/A		SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
APPROVED:  _____ <i>Elected Official</i>		<u>11/5/13</u> Date	
for  _____ <i>Human Resources Director</i>		<u>11-12-13</u> Date	

I. PURPOSE SUMMARY. Responsible for transcribing law enforcement reports, supplements and statements for the Dona Ana County Sheriff's Office.

II. ESSENTIAL DUTIES.

1. Accurately enters data from recorded reports, supplements, and statements into Records Management Database or standard statement format using a personal computer.
2. Organizes paperwork for reports, proofreads, making corrections as needed.
3. Responds to the public or in-house personnel with reports and queries in accordance with public information request procedures when applicable.
4. Maintains accurate digital and paper records and files that permit timely retrieval.

III. Additional Duties

1. Assists in updating and maintaining a document management system.
2. Filing, indexing and scanning documents as needed
3. May greet visitors and direct phone calls from front desk
4. Respond to inquiries from the public or in-house personnel
5. Performs other related duties as assigned.

IV. QUALIFICATIONS.

A. Education. High school diploma or equivalent.

B. Experience. Minimum of two (2) years experience in an office environment; proficient in computer database usage. Preference for transcription experience or experience in a law enforcement setting.

C. Education/Experience substitution. In accordance with county policy.

D. Licenses/Certifications. None required.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must successfully pass a background check. No felony convictions. Typing skills test required: 40 wpm minimum.

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

Knowledge of:

- Database entry and software application usage
- Generally accepted office practices
- Knowledge applicable to the area of assignment
- Methods used to maintain accurate digital and paper records.

Skilled in:

- Typing with accuracy at a rate required to perform functions effectively
- Demonstrating resourcefulness and tact in public contacts
- Computer usage and Microsoft platform software for general office tasks.
- Accurate listening

Ability to:

- Handle sensitive and confidential matters and situations according to policy
- Interpret audio information from a variety of sources accurately
- Produce written documents in the English language using proper sentence construction, punctuation, and grammar
- Comprehend and make inferences from material written in the English language
- Establish and maintain effective professional working relationships
- Organize and coordinate tasks according to established procedures

2. FREEDOM TO ACT.

Recurring assignments are performed independently without specific instructions. Deviations, problems and unfamiliar situations are referred to the supervisor for decision or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures. Position receives supervision on a frequent basis and is expected to request assistance when unsure of procedures. Performs all functions with strict confidentiality.

3. GUIDELINES AND JUDGMENT.

Specific, detailed guidelines covering all important aspects of the assignment are provided. The position works in strict adherence to the guidelines. Deviations must be authorized by the supervisor. Sound decision-making and reasoning skill required; decisions must be made in accordance with existing law, regulations and policies. Minimal level of public contact required; internal contacts are frequent and have a moderate level of accountability attached to proper interaction. Required to interact effectively and professionally.

4. PHYSICAL DEMANDS.

The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending and carrying of light items.

5. WORK ENVIRONMENT.

Light physical demands; sitting and answering phones, mostly desk work. Frequent use of a personal computer.

6. SUPERVISORY RESPONSIBILITY.

Responsible for own work.

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*

09/10