

## FRANKLIN COUNTY SHERIFF'S OFFICE

<b><u>Job Title:</u></b>	Records Communications Technician
<b><u>Bargaining Unit:</u></b>	Teamsters Local 413
<b><u>Hours of Work:</u></b>	Full time, holidays and weekends, 2 <sup>nd</sup> shift or 3 <sup>rd</sup> Shift
<b><u>Rate of Pay:</u></b>	\$16.27 per hour

### **Job Duties**

- Responds to radio, telephone, fax, and in person requests for warrants and record checks, receives and sends legal documents to law enforcement and other governmental agencies regarding the arrest and detention of individuals.
- Checks records, separates and files documents, and assures accuracy of records
- Assists public by making copies and checking records, collects fees and issues receipts, counts money, and types documents.
- Verifying a variety of records utilizing standard research practices and methods.
- Enters data for internal and external agency use and reporting.
- Other duties as assigned.

### **Knowledge Skills and Abilities**

Ability to read, write and speak English; Knowledge of standard research practices and methods. Knowledge of law enforcement procedures and techniques applicable to assigned duties. Skill in operating radio, computer, and other office equipment. Ability to define problems, collect data, establish facts and draw valid conclusions; express oneself orally and speak distinctly over radio and telephone; complete routine forms or records; collate and classify information about data, people or things.

### **Minimum Characteristics**

Must be 18 years of age, U.S. citizen, and have a high school diploma or GED. Must pass drug screen and background check. **Must type 35 wpm.**