



# MORRISON COUNTY

## JOB DESCRIPTION

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Job Title: Records Technician  
Department: Sheriff's Office  
Classification: Grade 4  
Reports to: Office Support Supervisor  
Supervises: No  
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM  
Telecommute: Not available  
Union: No  
FTE Status: 1.0 Full-Time Equivalent  
Last Reviewed: 08/2024

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### **Nature of Work:**

This position manages and maintains case files; fulfills records requests, submits state and federal reports, codes and e-files cases according to state and federal guidelines.

### **Communicates with:**

Internally – All Sheriff's office staff.  
Externally –Federal, State, County and City entities and the Public.

### **Supervision:**

N/A

### **Essential Work Functions:**

- Reviews, completes and maintains all case files from Sheriff's Office and other agencies to ensure all data is included and accurate.
- Performs required reporting for case files.
- Manages, maintains and enters codes for all case files.
- Compiles reports to BCA.
- Performs data requests for records.
- Provides excellent customer service in-person, via email, and over the phone by greeting individuals professionally, answering questions, taking complaints, taking detailed messages, and providing timely follow-up as needed.
- Provides transcription services as needed.

### **Other Work Functions**

- Performs related work as required.
- Provides backup to Civil Process Specialist

### **Minimum Qualifications of Education and Experience:**

- Requires specialized training beyond High School, but less than an associate degree.
- Two (2) years of clerical experience required.
- Ability to pass all position required background(s) and testing(s).

### **Knowledge, Skills, and Abilities Required:**

- Cyber security training.
- BCA certification

- Fluent with data practices rules and regulations
- Experience with Microsoft office suite
- Understanding of the organization's goals and objectives.
- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

**Persons with disabilities:**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

**Physical Demands and Work Environment:**

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing				X
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision	X			
Light (Up to 10 pounds of force)	X			
Challenging or threatening behaviors			X	
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_