



King County

Invites Applications for the Position of:

Sheriff's Records Specialist

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 02/27/15 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 03/13/15 04:30 PM (GMT -8:00)

SALARY: \$21.43 - \$27.16 Hourly

LOCATION: King County Courthouse - 516 3rd Ave, Seattle

JOB TYPE: Civil Service, Full Time, 40/hrs Wk

DIVISION: King County Sheriff's Office

JOB NUMBER: 2015LL04511

SUMMARY:

This classification provides a wide range of Sheriff's Office records services to a diverse group of internal and external customers. This position performs complex clerical and technical work with a great deal of independence. The responsibilities of this class include: performing specialized law enforcement and other criminal justice records data entry, maintenance, verification and retrieval in response to internal and external customer requests; conducting in-depth research and investigation, in accordance with state and federal laws; and maintaining records related to law enforcement functions.

This recruitment will establish an employment list for Sheriff's Records Specialist (valid for one year) to fill future vacancies in the Records Unit within the Sheriff's Office.

WHO MAY APPLY: This Civil Service position is open to King County employees and the general public. You can learn more about King County Civil Service hiring by accessing the website at:

<http://www.kingcounty.gov/jobs/applying.aspx>.

WHERE TO APPLY: Visit our website at www.kingcounty.gov/jobs, or www.governmentjobs.com and complete the online application.

REQUIRED MATERIALS: The following materials are required:

1. A completed Government Jobs online application
2. Responses to the supplemental questionnaire
3. Letter of interest (cover letter) describing your background and how you meet or exceed the requirements for this position

Please Note: You must still completely fill out the application with your relevant education and work experience. Applications and/or Supplemental Questionnaires that state "see my resume" or "see my personnel file" are considered incomplete and will not be accepted. Applications that do not include a letter of interest are incomplete and will not be considered. You can attach multiple documents if necessary or required, such as your letter of interest and optional resume to your electronic application. Your options are:

- Copy and paste one or more documents into the text resume section of the application.
- Attach multiple documents/files in the resume attachment section.

WORK LOCATION: This position is located at the King County Courthouse in downtown Seattle.

WORK SCHEDULE: This position is full-time, day shift, 8:00AM - 4:30PM and overtime eligible. There may be periods of mandatory overtime.

UNION MEMBERSHIP: Positions in this classification are represented by the Public Safety Employees Union (PSEU).

TESTING INFORMATION: This position will require technical tests and an oral board interview that are proctored in Seattle, WA, only. No out-of-area proctoring of the test or oral board will be conducted.

RECRUITER: If you have any questions regarding this job announcement, please contact Lisa Longdon, Civil Service Senior HR Analyst by email at lisa.longdon@kingcounty.gov.

JOB DUTIES:

- Register convicted sex and kidnapping offenders according to state law. Enter data into a statewide sex offender database. Provide answers to sex offender registration questions. Prepare billing from monthly registration records, listing information and totaling fees, and forward forms to Budget and Accounting for processing. Resolve billing errors or problems that may arise.
- Receive various types of firearm license applications from a variety of sources such as gun dealers, citizens, resident and non-resident

aliens. Process state license applications; Search multiple databases to verify applicant criminal history and eligibility to possess firearms, and notify applicants of the result of their application. Provide information as needed on alien firearm license applicants and concealed weapons permit/dealers licenses to the state Department of Licensing (DOL) and National Insta-Check System (NICS).

- Validate and modify National Crime Information Center (NCIC) data maintained on stolen vehicles, watercraft, weapons, – including contacting victims to ensure accuracy, modifying NCIC records, and working closely with internal units and external agencies upon recovery of said items.
- Receive and comply with court orders to seal juvenile records and vacate adult records. Search multiple databases to seal/vacate data in accordance with legal requirements.
- Fingerprint the public for concealed pistol licenses, taxi applicants and other non-applicant purposes.
- Conduct records checks searching multiple local, state and national criminal justice and law enforcement databases. Compile information to be released based on the type and purpose of the background check, and state law regarding rules of criminal history dissemination. Prepare appropriate and lawful disclosure of case files to citizens and other entities in accordance with state and federal laws.
- Receive public disclosure requests submitted by a variety of sources such as insurance companies, attorneys, potential employers and the general public. Compile case reports and prepare documents for public disclosure in compliance with a variety of state and federal laws and pertinent court decisions.
- Accurately enter and retrieve complex information from various law enforcement and criminal justice databases.
- Receive and enter completed citations and perform monthly audits.
- Electronically file or scan case reports and other case related documents.
- Prepare case files for physical and/or electronic secure storage according to retention schedules.
- Frequently work with the public in person or over the phone in a high volume, high stress, and deadline based environment.
- Perform other duties as assigned including: receiving and distributing incoming requests for records information; providing coordination and preparation of training materials; and developing and recommending operating procedures.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- A minimum of one year experience in general office procedures, principles and practices, including manual and electronic filing
- Demonstrated experience in data entry protocols and computer query procedures using a variety of software applications such as Microsoft Office 2007 (Excel, Word, Outlook) products
- Demonstrated ability to perform and verify mathematical calculations and carry out basic accounting tasks
- Demonstrated knowledge and skill in: maintaining the confidentiality and integrity of sensitive criminal history information; providing

reliable information to the public in a timely and confidential manner; and refraining from unlawful disclosure of confidential and sensitive data

- Demonstrate strong communication and interpersonal skills, with the ability to provide program specific information such as rules, regulations, and policies to customers and a variety of individuals from diverse backgrounds in person, or via mail, fax and telephone, or written communications
- Demonstrated ability to follow written directives and established protocols
- Demonstrated experience working with complex records, codes and procedures in a very high volume work environment
- Demonstrated experience and ability working both independently and in a team environment to prioritize work and meet conflicting deadlines
- Demonstrate excellent communications skills
- Candidate must be able to work independently and demonstrate strong decision making skills

The most competitive candidates will have the following, additional highly desirable qualifications:

- Previous experience and knowledge of law enforcement and criminal justice information systems, including criminal history files, their content, purpose, and codes
- Knowledge of applicable federal and state laws and procedures regarding: public disclosure, firearms possession eligibility, court orders for juvenile seals and adult vacates, and sex and kidnapping offender registration
- Knowledge of the various agencies (local, state, national) responsible for maintaining and tracking criminal information, including firearm transactions and other transactions that may require additional checks at state and federal levels
- Previous experience in a law enforcement agency, or in a related field with frequent exposure to law enforcement or criminal justice agencies
- Previous experience working with highly sensitive information and/or offensive documents/case files
- Previous experience fingerprinting in a high volume environment

SUPPLEMENTAL

INFORMATION:

Certification

Requirements

Level 2 ACCESS (A Central Computerized Enforcement Service System) certification is required within six months from date of hire followed by recertification on set schedule as determined by Washington State Patrol.

SELECTION PROCESS: Applications packets will be checked for required materials. Your application must provide clear and detailed information on your relevant education, training, work experience and history. Your application materials must validate your answers to the supplemental questions. If your answers cannot be validated, you will not proceed to the next steps of the selection process.

Applicants meeting the minimum qualifications will be further screened based on the ability to **follow instructions**, and the **clarity, completeness, and content** of their cover letter. This letter should include why you are applying for the position of **Sheriff's Records Specialist** with the King County Sheriff's Office, and how you meet or exceed the minimum qualifications and experience for this position. The most competitive candidates will then be contacted for further testing. This selection process may include but is not limited to: evaluation of application materials and supplemental questions, testing, interviewing, and background investigation.

NECESSARY SPECIAL REQUIREMENTS: The candidate selected for this position will be required to pass a comprehensive background investigation to include fingerprinting and a polygraph examination. All Civil Service applicants must be U.S. Citizens who can read, write, and speak the English language fluently.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Sheriff's Records Specialist Supplemental Questionnaire

- * 1. You must be a current US Citizen to apply for civil service positions with the King County Sheriff's Office. Are you now a United States citizen?
 - Yes
 - No
- * 2. Can you read, write and speak the English language?
 - Yes
 - No
- * 3. The King County Sheriff's Office maintains a list of automatic disqualifiers for employment. This list can be accessed by clicking on this link [Automatic Disqualifiers](#). Please review the disqualifiers and respond to the following question before proceeding. Do you certify that based on your review of the automatic disqualifiers that you are qualified for employment with the King County Sheriff's Office?
 - Yes
 - No
- * 4. The background of all King County Sheriff's Office employees and applicants are thoroughly checked. The required background investigation will review and evaluate driving records, criminal records, employment histories, military records, personal and employment references, social network sites and related information. A polygraph examination is also required. Are you willing to undergo a fingerprint and name-based background investigation; and polygraph examination as part of the employment process?
 - Yes
 - No
- * 5. Select the option which best describes your experience in law enforcement. Your application must support this answer.
 - I have no prior work experience in a law enforcement agency or public safety organization
 - I have previously or currently work in a law enforcement agency or public safety organization
 - I have applicable experience in another field of work such as attorney's offices, other governmental agencies, etc.
- * 6. Select the option that best indicates your years experience reading and interpreting complex documents, including laws, codes, policies and procedures in a very high volume work environment.
 - None
 - Less than one year experience
 - At least one year, but less than two years
 - At least two years, but less than three years
 - At least three years or more experience
- * 7. As part of your customer service duties, you are required to register sex offenders, following the provisions of state law. Are you willing to register sex offenders?

Yes No

- * 8. As part of your job responsibilities, you may be exposed to autopsy reports and autopsy/crime scene photographs and other cases which may be of a sensitive nature. Are you willing to deal with exposure to autopsy reports and autopsy/crime scene photographs?
- Yes No
- * 9. As part of your customer service duties, you are required to fingerprint the public for concealed pistol licenses, taxi applicants and other non-applicant purposes. Are you willing to perform these job duties?
- Yes
 No
- * 10. How would you rate your proficiency with the Microsoft Word application?
- None - No experience
 Some or little experience and would need training to use the application
 Beginner with up to 1 year experience in the listed application
 Intermediate - Moderate use, with 2 - 3 years experience in the listed application
 Expert - Fully proficient; use the application daily, over 3 years experience
- * 11. How would you rate your proficiency with the Microsoft Outlook application?
- None - No experience
 Some or little experience and would need training to use the application
 Beginner with up to 1 year experience in the listed application
 Intermediate - Moderate use, with 2 - 3 years experience in the listed application
 Expert - Fully proficient; use the application daily, over 3 years experience
- * 12. How would you rate your proficiency with the Microsoft Excel application?
- None - No experience
 Some or little experience and would need training to use the application
 Beginner with up to 1 year experience in the listed application
 Intermediate - Moderate use, with 2 - 3 years experience in the listed application
 Expert - Fully proficient; use the application daily, over 3 years experience
- * 13. Do you have current or previous work experience in the law enforcement field? Your application must support this answer.
- Yes
 No

* 14. Are you willing to maintain confidential information in accordance with policy and procedures?

Yes No

* 15. Select the option that best indicates your years of customer service work experience assisting others or providing service (examples could include reception, front counter, and answering customer service questions on the telephone)?

- None
- Less than one year experience
- At least one year, but less than two years
- Two to five years experience
- Over five years experience

* 16. Select the best option that describes your experience maintaining, tracking records, and preparing manual and/or electronic files.

- None
- Less than one year
- At least one year, but less than two years
- Two to five years experience
- Over five years experience

* 17. Do you have previous or current work experience applying federal and state laws, procedures and policies regarding: public disclosure, firearms, handling juvenile records information, and/or sex offender registration processes?

Yes No

* 18. If you answered yes to the previous question, please explain where you obtained your work experience? Be specific in your response, and list the employers and positions held where you gained your experience. (Do not write "see resume and/or cover letter" in your response.)

* 19. The application for this position requires a letter of interest (cover letter) detailing how your qualifications and experience meet or exceed the minimum qualifications stated in this job bulletin. Did you attach a letter of interest to your application?

Yes
 No

* 20. All information in your application, including your answers to the supplemental questions, will be confirmed in the course of the required background investigation and polygraph examination. Have you been completely honest with us when completing your application for employment and this questionnaire?

Yes
 No

* Required Question