

Lucas County Sheriff's Office

Job Description



Identification Information

Job title: Clerk Position – Records Section

Division: Administrative Services

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|-----------------------|-------------------------------------|-----------------------|-------------------------------------|
| • Classified position | <input checked="" type="checkbox"/> | Unclassified position | <input type="checkbox"/> |
| • Bid position | <input type="checkbox"/> | Letter of interest | <input checked="" type="checkbox"/> |
| • Lateral | <input type="checkbox"/> | By assignment | <input type="checkbox"/> |

Minimum Requirements:

High school diploma or GED certificate. Familiar with personal computer operation. No felony record. Other requirements as determined by the Sheriff.

Job Summary:

The Clerk position in the Records Section is that person who performs all clerical functions associated with the operation of the Lucas County Sheriff's Office Records Section, including taking, entering, and filing criminal and other incident reports, processing arrest warrants and fingerprints, performing records checks, and dealing with miscellaneous requests from the LCSO staff, the news media and other members of the general public.

Pay Scale:

Paid at the Clerk rate of pay as outlined in the Non-Command Bargaining Agreement.

Job Responsibilities:

- To enter warrants and Civil and Temporary Protection Orders in appropriate computer system (NORIS/LEADS/NCIC).
- To process fugitive / warrant requests.
- To prepare good time and credit time reports preparatory to inmate transfers to correctional institutions or other jails.
- To file booking sheets and daily log papers and other documents emanating from the courts, probation, or parole entities.
- To process records check requests.

- To process all Incident reports, affixing UCR codes and internal numbering.
- To process all requests for incident report copies.
- To complete sex offender registration forms.
- To enter all Incident reports in NORIS/CRIS.
- To complete all entry need for CCW permits and renewals.
- To complete monthly warrant validations.
- To process expungement orders from courts.
- To process requests for records kept and maintained by the Lucas County Sheriff's Office Records Section.
- To confirm warrants for inquiring law enforcement entities.
- To perform any and all other lawful tasks as assigned by supervisor, persons in chain of command, or Sheriff (see below).

Chain of Command:

Abides by the following chain of command:

- Section Immediate Command Officer (when it applies)
- Section Head: Lieutenant
- Major
- Chief Deputy
- Sheriff