



<p>POSITION DESCRIPTION</p> <p>Records Administrative/Social Media and Web Support Specialist</p> <p>FLSA Status: Non-Exempt EEO Category: Occupational Salary Grade/Band</p>	<p style="text-align: right;">9 June 2015</p> <p style="text-align: center;">Reports to: Duchesne County Sheriff's Office Manager</p> <p style="text-align: right;">Revised: _____ Human Resources Initials: _____</p>
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<p>POSITION PROFILE</p> <p>Under supervision of the Office Manager of the Sheriff's Office, provides specialized clerical duties in association with record keeping. Strong experience and working knowledge of website content and layout, Social Media (Facebook, YouTube, Twitter, LinkedIn, etc.) and with updating web content on existing website. Prepares and organizes case file reports; maintains the records room and electronic files. Completes record requests under the guidelines set forth under the Government Records Access and Management Act (Utah State Code § 63G-2-1). Prepares reports on departmental, vehicles and state and government statistics. Oversees users, non-users, and training records for the Utah Criminal Justice Investigation System and Utah Peace Officer Standards and Training agency.</p>
<p>GOALS</p> <ul style="list-style-type: none"> • To demonstrate an understanding and exemplary knowledge of computer and software such as: MS Office, Excel, Internet, Email and other job-related office programs. • To prepare and execute accurate statistical data reports for the office and other entities when requested. • To be accountable for the information researched and presented. • To ensure work performance, effective time management practices, and attention to detail. • To articulate and convey information accurately and appropriately to staff and public. • To enhance office excellence and development. • To demonstrate knowledge of technology and other job-related tools.
<p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Performs office administrative duties as needed to expedite day-to-day record keeping and office functions. • Organizes and maintains files of records and correspondence of both a routine and confidential nature ensuring their completeness.

- Creates, modifies and purges case files for processing, scanning and indexing into the computer digital database.
- Uses scanners to convert forms, case files and reports into electronic format.
- Works with electronic storage media, such as hard drives, CD-ROMs and Fortis imaging.
- Maintains and organizes records room.
- Answers queries by searching and retrieving files and aides people in retrieving information.
- Maintains and updates website. Provides support to various programs and/or divisions of the Sheriff's Office.
- Applies departmental policies and procedures related to information management.
- Faxes and photocopies files.
- Performs advanced computer activities in processing statistical reports and use of records management system.
- Performs a variety of creative tasks using social media ie Facebook, Twitter, LinkedIn, needed to develop, promote, coordinate, and present information on programs or information relating to public safety awareness.
- Develops and assists to implement various programs for special target populations of the community as needed to address needs, concerns, and issues pertaining to crime prevention and public relations. Targets various needs related to public safety, school safety, scams, internet safety, neighborhood watch, drug awareness, community oriented policing (COPS).
- Performs audits, trainings and records on usage of the Utah Criminal Justice Information System (UCJIS).
- Maintains Officer training records; and
- Submits yearly training and certification documentation for sworn officers to Utah Peace Officer Standard & Training (POST).
- Answers office phones and services front desk when needed.
- Performs related duties as business necessitates.

EDUCATION AND EXPERIENCE

- Bachelor's or Associates preferred; Information Science, Web Development, Graphic Design, Communications, or related academic area; and
- Two (2) years' experience in a professional environment with progressive use of computer technology related to records retention, or management, or inputting; and
- Two (2) years' experience in website content management and social media; or
- A combination of equivalent education and experience.

LICENSE AND CERTIFICATION

- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a criminal background investigation.

SKILLS/ABILITIES

- Strong oral, writing and editing skills.
- Knowledge of content management systems and Associated Press Style.
- Attention to detail.
- Enhanced organizational skills.
- Ability to operate computer and perform research functions using internet or database.
- Working knowledge of various software applications, i.e., HTML, Windows, etc.
- Ability to use proper computer system data security/backup procedures.
- Ability to effectively problem solve; and
- Ability to enforce regulations with firmness, tact and impartiality.
- Ability to read and accurately interpret measurements and office statistics.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly, concisely and have a good command of the English language.
- Must be able to respond professionally to inquiries from public and other agencies.
- Requires skill in the application of both office methods and procedures and technology.
- Must be able to read and understand State and Federal regulations governing records management and other related regulations associated with State and Local Governmental Agencies.

REASONING ABILITY

- Ability to apply common sense to carry out instructions furnished in written or oral communications.
- Ability to convey understandable instructions and/or problem resolutions
- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, currency, common fractions, and decimals.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Normal office working conditions. The noise level in the work environment is quiet to moderate.

HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.