

CARBON COUNTY MONTANA

JOB DESCRIPTION



POSITION: COMMUNITY CORRECTIONS PROGRAM COORDINATOR/CCSO CLERK & EVIDENCE/RECORDS TECHNICIAN

DEPARTMENT: SHERIFF'S OFFICE

REPORTS TO: SHERIFF

- Full-Time (40 hours) Part-Time Benefit Eligible (30-39 hours) Part-Time (≤29 hours)
 Permanent Seasonal Temporary Grant-Funded Short-Term
 Exempt Non-Exempt
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PURPOSE OF THE JOB: Facilitate the Community Corrections Program for Carbon County. The Evidence/Records Technician is responsible for the securing, processing, storage and disposition of evidence according to State and Federal laws and department policy and procedures. Providing secretarial, clerical, and technical support to the Carbon County Sheriff's Office.

ESSENTIAL FUNCTIONS:

COMMUNITY CORRECTIONS PROGRAM COORDINATOR:

Attend Justice Court, District Court Law & Motion, and City Court to track clients' cases, answer Judge/prosecutor questions, and coordinate with new clients. Be prepared to testify if needed.

Process communications, program referrals, statistics, and other materials necessary for the maintenance of the office.

Maintain client confidentiality.

Perform reception duties. Answer the phone, maintain office calendar, and manage appointments.

Enter data necessary for the maintenance of database systems. Scan and upload all documents to clients' database case files.

Establish and maintain a referral mechanism by which CPS, Probation and Parole, County Attorney, and City, Justice, and District courts may refer clients to programs.

Make proper preparations when leaving the office: turn on answering machine, clear desk of all identifying client information, and ensure that client records are secured behind a double lock situation in accordance with Federal requirements.

Monitor, document, and report compliance for clients referred to the following programs:
Urinalysis/Breathalyzers/ETG
PharmChek Drug Patch

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House Arrest
GPS
SCRAM
Remote Breath
Community Service/Sheriff's Labor Detail
Minor in Possession
ACCI curriculum

Maintain working knowledge of aforementioned programs.

Perform case management, job-seeking assistance, and itinerary development duties for offenders referred by Probation and Parole.

Run daily reports from the database records and address any issues. Ensure clients are up to date on fee payments.

On a monthly basis, submit invoices to DOC and DPHHS.

Keep current audit of inventory and order supplies/equipment as needed.

Conduct intakes and enter information into the agency database and provide thorough documentation. Document all client contact, whether by phone or in person, and make status changes into the client database. Add documentation in OMIS database when engaging with Probation and Parole clients.

Collect client fees by way of cash or money order, and process credit card payments. Count and deposit money bi-weekly.

Ensure records and releases of information are up to date.

Professionally manage encounters with intoxicated offenders.

Assist clients in the Indigency process if there is no source of monthly income or if the client meets poverty guidelines.

Coordinate and, if necessary, participate in the maintenance of complete records of client performance on the community service program from the time of referral to termination.

Facilitate Minor in Possession groups.

Observe like-gender Urinalysis tests to ensure compliance in the urine collection process. Obtain UAs from cross-gender clients by calling Dispatch for appropriate law enforcement officer, and make certain that chain-of-custody procedures are followed. UA tests are to be taken as

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ordered by referral sources' program mandates and also for suspected drug/alcohol use, missed Remote Breath tests, and drug patch and SCRAM tampers. Package and ship UAs as needed. Report results from online testing databases.

Properly fit clients with monitoring equipment and be available for adjustments.

Become certified in SCRAM, PharmChem Drug Patches, CPR, Narcan, Motivational Interviewing, Mental Health First Aid, and Self-Defense.

When clients are referred for ACCI curriculum, monitor course progress on Lifeskills Link website. Evaluate client responses.

Be available for public relations duties necessary to educate the public/referral sources regarding services provided.

Prepare, coordinate, and meet with the Advisory Committee to present statistics and program concerns on a quarterly basis.

Assist clients in locating external support within the community (AA, counseling, etc).

Clean GPS, SCRAM, and Remote Breath equipment after use.

Report the following issues expediently to the supervisor: threats of legal action, public relations problems, client complaints, medical incidents, repairs, and schedule changes.

EVIDENCE/RECORDS TECHNICIAN:

Plans and organizes work flow activities, procedures and methods to meet department or division staff support needs.

May prepare various written records and reports regarding the handling and disposition of physical evidence.

Prepares evidentiary discoveries requests for attorneys.

Receives, sorts and secures all property delivered to the evidence room and all other associated evidence storage areas. This includes the evidence room, the property room and the lab in the Sheriff's Office as well as the impound lot.

Responsible for verifying that evidence received accurately reflects the evidence documented in reports. Responsible for the categorizing and storage of all property turned in as "found property".

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Checks evidence in and out to officers and the court for review or for court purposes. Releases evidence to owners as outlined in policy and state law.

Accountable for security and integrity of evidence room and all other storage areas. This requires weekly inspections of all areas where evidence/found property is kept. Responsible for preserving the critical chain of evidence; testifies in court when subpoenaed.

Assists in the investigation at crime scenes as part of a crime scene team under the direction of the Detective or their designee. This includes areas consistent with the training received by the evidence technician, i.e. photography, DNA, gunshot residue tests.

CCSO CLERK:

Provide clerical functions including but not limited to typing, filing, recordkeeping, assisting dispatch with answering non-emergency phone calls, serving walk-in customers, data-entry, database management

Process concealed weapon permits, fingerprints, complies monthly, quarterly reports, transcribes confidential recorded interviews, statements and reports, issue permits and accepts, documents and returns civil service papers.

OTHER DUTIES AND RESPONSIBILITIES:

Resolve problems using critical thinking skills.

Communicate clearly, timely, and effectively.

Work largely independently.

Active listening, reading comprehension and writing skills.

Accurate typing.

Time management and attention to detail.

The job requires the ability to work well with the public and with others in an open office environment, manage stress, multitask, and communicate effectively verbally and in writing.

To provide secretarial services. Typical duties include typing, filing, recordkeeping, assisting dispatch with answering calls, serving walk-in customers, entering data into computer databases.

This position processes concealed weapon permit applications, fingerprints, compiles monthly reports for civil services, compiles quarterly reports, maintains several filing systems, transcribes confidential recorded interviews, statements, and reports through the transcription software

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and IMC, sustains adequate office supplies, assists dispatch in emergencies, assists auditors annually, issues permits and accepts, documents, and returns civil service papers.

Other duties as assigned.

KNOWLEDGE AND SKILLS:

Ability to relate with criminal offenders in firm, consistent, and empathetic fashion.

Proficient computer skills and knowledge of Microsoft Office programs.

Good writing and verbal skills and the ability to type 40 words per minute.

Experience and demonstrated ability in records management.

Basic understanding of court systems and related terminology.

Position requires a high degree of accuracy and confidentiality.

Preferred:

BS Degree in Social Service, Criminal Justice, or related field or Equivalent experience equal to 4 years in the Criminal Justice System working with offenders.

Working experience in local correctional system.

Office skills including typing, filing, bookkeeping, transcription, and operating office machines including computers, two-way radios, and telecommunications device for the deaf (TDD).

Job requires a high degree of accuracy.

Basic knowledge of law enforcement practices, methods and procedures.

Ability to handle highly sensitive information and data with an absolute degree of confidentiality.

Ability to maintain composure during stressful and demanding situations, including a noisy and crowded environment.

Ability to communicate effectively, both orally and in writing.

Computer proficiency and accurate typing skills.

Ability to establish and maintain effective working relationships with co-workers, peers, supervisors, local and federal government officials, community groups and the general public.

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Able to work well with people.

Able to work with minimal supervision.

Able to do a number of jobs at the same time; multi-tasker.

FISCAL RESPONSIBILITY:

Compiles financial reports, orders office supplies, prepares claim forms, prepares information annually for auditors and signs checks for the garnishment account which is balance monthly.

EXTENT OF PUBLIC CONTACT:

Extensive contact with the public.

WORKING CONDITIONS AND ENVIRONMENT:

Physical Activity:

Repetitive Motion: Never Occasionally Frequently Continually

(repeating movements of arms, hands and wrists)

Talking: Never Occasionally Frequently Continually

(express or exchange ideas verbally)

Hearing: Never Occasionally Frequently Continually

(perceive sound by ear)

Seeing: Never Occasionally Frequently Continually

(obtain impressions through the eye)

Activity Level:

Sedentary

(occasionally lift/carry up to 10 pounds or push/pull small objects; sits most of the time; infrequent to occasional walking/standing)

Light

(frequently lift/carry/push/pull up to 10 pounds and/or occasionally lift/carry/push/pull up to 20 pounds; frequent walking/standing or sitting most of the time while using arms/legs to push/pull)

Medium

(occasionally lift/carry/push/pull 20-50 pounds and/or frequently lift/carry/push/pull 10-20 pounds and/or continuously lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Heavy

(occasionally lift/carry/push/pull 50-100 pounds and/or frequently lift/carry/push/pull 20-50 pounds and/or continuous lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Very Heavy

(occasionally lift/carry/push/pull 100+ pounds and/or frequently lift/carry/push/pull 50+ pounds and/or continuous lift/carry/push/pull of 20+ pounds; occasionally to frequent walking/standing)

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This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

Employee Signature

Supervisor Signature

Date

Date

FOR OFFICE USE ONLY

JOB DESCRIPTION: APPROVED DENIED

SALARY SCHEDULE: ADMIN CLERK DISPATCH NURSE ROAD SHERIFF

Presiding Officer Signature

Date

COMMENTS: