

**POSITION DESCRIPTION
FOR
GRAND FORKS COUNTY, NORTH DAKOTA**

JOB TITLE: Documents Coordinator, Criminal Division	JOB CODE: 2119
ORGANIZATIONAL UNIT: Sheriff Department	FLSA STATUS: Non-Exempt
REPORTS TO: Major	
INCUMBENT: Lorna Berg	DATE: March 2003
APPROVED BY:	DATE:

PRIMARY PURPOSE:

Oversee and participate in the processing of legal documents in the criminal division; coordinate workflow to ensure that necessary documents and information are provided to the Sheriff and Deputies in order to carry out their duties efficiently and effectively.

ESSENTIAL DUTIES (Fundamental Job Duties):

(The following is a listing of examples of responsibilities of this position and is not intended to be a complete listing.)

Enter all warrants in the County and State computer programs. Stamps all warrants received and re-numbers warrants when necessary. Send letters and/or faxes to appropriate agency. File copies for Sheriff's department in folders for Deputies use in court hearings.

List warrants received, bonded, and arrested in computer database. Clear all warrants when arrests are made, bonded, or returned. Modifies status codes in Cisco system when arrests are made by other agencies. Sends faxes, emails, messages to agencies when arrested.

Research information in Mug shot program, Accurint program, and Datamax (TTY) program.

File correct forms with U.S Marshall's Service for transportation. Send by mail, fax, or message documents for transport of prisoners.

File paperwork with District Court and Corrections on people arrested or bonded. Assist Warrant Officer and carries out instructions when absent or out of office.

Submit paperwork to Driver's License Division in Bismarck and State's Attorney's Office on all DUI's. Maintains records of DUI arrests by deputy, date, and level of intoxication. Submit accident forms state, send copies of accident forms to insurance company upon request, and receipt fees for copies.

Summarize weekly, monthly, and yearly statistics on related activities, compiles all statistics for year, and assembles booklet of reports and statistics for Administration.

Participate in user group meetings regarding questions, update, and problems; and updates co-workers of changes or problems with the computerized system.

Provides work direction, supervision, and on the job training of assigned Office Support employees; maintain and approve vacation and sick leave for assigned employees; reviews and evaluates job performance when required or requested; and participate as a member of the hiring board for Office Support Staff. Perform back-up duties for Office Support Staff as needed or assigned.

Communicate with District Court, State's Attorney's, Corrections, Sheriff and Police, Parole and Probation personnel to maintain working relationship.

Perform clerical duties as assigned. Maintain records for appropriate length of duration, and destroy records as dictated by Attorney General's Office Manual. Transcribe dictation from Deputies and department personnel when requested or assigned, and prepare reports and letters. Answer and route telephone calls to appropriate person, and greet and assist visitors and direct to appropriate person. Take messages for staff and Administrators. Deliver and pick up mail from Courthouse and County Office buildings.

Perform other duties as assigned or apparent.

MARGINAL FUCTIONS (Incidental Job Duties):

Assist other departments, agencies, and employees as assigned or directed.

EDUCATION AND EXPERIENCE REQUIRED

Completion of a minimum of a High School diploma and a 3 years experience required, college coursework in Office Administration preferred, or any combination of equivalent education and experience.

PHYSICAL DEMANDS

Ordinary physical exertion, light physical effort such as sitting, standing or walking while performing work for sustained periods. Some skill, adeptness, and speed in finger-hand-arm coordination such as operating office equipment. Occasional light lifting, 10 to 25 pounds.

DISAGREEABLE CONDITIONS

Ideal working conditions; not normally exposed to unusual environmental work elements.

HAZARDS

Accidents improbable outside of minor injuries, such as abrasions, cuts, bruises; little exposure to health hazards. Has some variation in daily assignments or change in work pace and timeliness for end product.

Signature

Supervisor's Signature

Date

Date

Grand Forks County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.