

Kittitas County, Washington
Employment Opportunity

Posted: 1/24/2023

Closes: 2/7/2023

LAW ENFORCEMENT CLERK

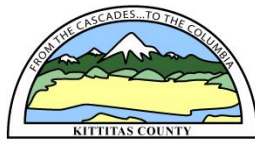
The Kittitas County Sheriff's Office is currently seeking qualified candidates for the position of Law Enforcement Clerk. This is a full-time, benefits-eligible, union, non-exempt position. The Law Enforcement Clerk provides a variety of clerical duties for the Sheriff's Office to include data entry, records management, transcribing, etc. Anyone who meets the qualifications stated in the job description is encouraged to apply. This position will close on 2/7/2023.

SALARY RANGE

\$3,828 - \$4,653 per month.

ESSENTIAL FUNCTIONS

- Process approved training requests and training activity reports, complete training registration requests and entry into records management system, make lodging arrangements for trainees.
- Process concealed pistol licenses, including fingerprinting, data entry and background investigation.
- Provide quartermaster services; order supplies and assist with general inventory control and delivery of inventoried items.
- Process gun transfer requests; processing necessary background checks and all other required documentation.
- Process Civil documents, including data entry, the entry of Civil Process and Protection Orders, canceling protection orders, return of civil process; entry of warrants, updating warrant information in RMS, served – recalled –renewed.
- Process case reports: criminal records data entry of reports, citations, distribute reports to the Prosecutor's Office and appropriate Court in a timely manner.
- Receive, enter, review for processing and releasing public records requests in accordance with the state law, Kittitas County Code, and Sheriff's Office policy.
- Become proficient with the laws relevant to the Public Records Act and attend relevant industry trainings and conferences to maintain familiarity of laws.
- Transcribe reports and interviews from various recording devices or video.
- Product various statistical reports as needed.
- Provide fingerprinting service to the public for various reasons.
- Greet the general public and assist with their requests or concerns, answers phone and redirect calls.
- General document handling.
- Sort and distribute incoming/outgoing mail.
- Post Sheriff's receipts, collect monies, assist with entering bills and prepare vouchers as needed, create purchase orders, enter the required data, and process orders; other financial duties as assigned by the Supervisor.



- Receive, release and ship evidence, data entry of evidence into and out of secure storage, maintain secure storage and chain of custody, process evidence in accordance with WSP evidence handbook and the Kittitas County Sheriff's Office policy, testify in court when necessary.
- Other clerical and receptionist duties as assigned by Supervisor.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent.
- U.S. Citizen or Lawful Permanent Resident.
- One (1) year of general office experience.
- Intermediate to advanced computer skills utilizing MS Office Suite.
- Ability to type with sufficient speed and accuracy to successfully perform the essential functions of the position.
- 21 years of age at the time of employment.
- Valid driver's license.
- A criminal history and background check will be performed on qualified candidates. Misdemeanor or felony charges or convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age at time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account. There can be no conflicts of interest with the hiring agency.
- Must successfully pass the civil service written exams.

PREFERRED QUALIFICATIONS

- Two (2) or more years of general office experience.
- Prior experience working in positions that require attention to detail and confidentiality.
- Knowledge of and experience working with SPILLMAN RMS and Washington State ACCESS systems.
- Current Washington State ACCESS user certification.
- Good working knowledge of QuickBooks or other comparable computerized financial system.
- Budgeting & Accounting Reporting System (BARS) knowledge.
- Previous experience with public records retention and public disclosure.

WORKING CONDITIONS

Work is primarily performed in an office setting with occasional need to work in outdoor or non-office environments. The position requires the ability to sit for extended periods of time, stand, walk, ascend/descend stairs or small ladders/stepstools, stoop, kneel, crouch, twist, grasp, and reach. Must have ability to lift, push, pull, or carry up to 25 lbs. and occasionally higher with assistance. Must be able to read printed materials and a computer screen and have sufficient hearing and speech to communicate clearly via telephone and in person. Will be exposed to graphic and/or explicit images, text, reports, etc. Safety policies and procedures must be adhered to at all times, including proper lifting/carrying techniques. Must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight, as periodic travel will be required for ongoing training opportunities, and meeting attendance.

Work is typically scheduled within regular business hours, with some weekend and evening work as needed. Reliable attendance and punctuality are required.



Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions.

Application Process

Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Letter of interest for this position
2. Supplemental exam answers

Applicants will be notified via email of the upcoming test date and time.

SUPPLEMENTAL EXAM QUESTIONS

1. This position requires the completion of a written exam with a \$20 testing fee. Do you understand that you will be required to pay the \$20 non-refundable test fee prior to taking the written exam?