



Title: TAC/Records Clerk/Evidence Technician

FLSA Status: Non-Exempt

Department: Sheriff

Updated: 11/2022

General Definition of Work

Performs intermediate work as the Terminal Agency Coordinator providing the primary communication link between the Pope County Sheriff's office and the Bureau of Criminal Apprehension, in addition to controlling, processing and ensuring the security of evidence and recovered or found property at the Sheriff's office, and related work as apparent or assigned. Work is performed under the moderate supervision of Chief Deputy Sheriff.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Prepares, receives, processes, and maintains LE records along with NIBRS coding.
 - Types reports/statements and prepares cases for eCharging.
 - Retrieves court documents to attach to case files and retrieve sentencing orders to set up jail/EHM and bill offenders.
 - Runs records checks for gun permits and annual checks.
 - Retrieves squad video and body cam video for County Attorney's Office.
 - Assists with setting up jail stay after sentencing and prepares inmate billings
 - May assist E-911 Dispatcher position, as directed.
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Knowledge, Skills and Abilities

General knowledge of law enforcement record keeping procedures and practices; general knowledge of law enforcement forms, terminology and records; general knowledge of departmental programs, policies and procedures; general knowledge of the laws and practices governing the storage and control of evidence; ability to perform a considerable volume of detailed record work; ability to maintain files; skill operating a personal computer and applicable hardware and software; ability to operate general office equipment; ability to compute rates, ratios and percentages; ability to communicate and to follow oral and written directions; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with associates.

Minimum Qualifications

High school diploma or GED and minimal experience, or a combination of equivalent education and experience.



Special Qualifications

TAC Certification.
BCA/CJIS and Hot File Certified.
Notary Public, CPR Certification, Portals 100 Certification and EMD Certification within six months.
Valid driver’s license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees always sit but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; and hearing is required to perceive information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Regular
Up to 50	Occasional
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate



The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.