



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

Class Number:	B1445	Title:	Clerk II
Pay Group:	14	Department:	Sheriff's Administration
FLSA Status:	Non-Exempt	Reports To:	Lieutenant
Approved Date:		EEOC Category:	Administrative Support

General Summary:

Assists the Criminal Investigation Division in preparing investigative reports, maintaining evidence, preparing cases for prosecutors; registers and monitors sex offenders; assists public in reporting crimes; testifies in court; and assists other law enforcement agencies with investigations.

Essential Duties:

This employee will primarily operate a computer software to maintain records related to sex offender registration. Registers sex offenders in person as required by statute. Updates State registered sex offender database. Alerts the Criminal Investigations Unit of those registered sex offenders who become non-compliant. Provides registered sex offender data to other law enforcement agencies, probation and parole. They must familiarize themselves with the various County programs in order to retrieve some of this information or know where it can be found.

Also assist in evidence management such as receiving and cataloging evidence. Preparing evidence for delivery to labs. Monitors disposition of evidence and coordinates sale or destruction of property. Familiarize yourself with the various county programs to retrieve evidence, store it properly, and disseminate it to the prosecutors or defense attorneys as necessary.

Timeliness and organization are essential. The person must be familiar enough with the various systems so that they are able to meet the time constraints, records regulations and open records requirements.

Administrative support for the criminal investigations division

Other Duties as assigned.

<i>Supervision</i>	
Received:	Lieutenant
Given:	This is a non-supervisory role

<i>Education</i>	
Required:	Must have High School Diploma
Preferred:	At least one year of experience, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

<i>Experience</i>	
Required:	Extensive knowledge of computer and software operation systems
Preferred:	

<i>Certificates, Licenses, Registrations</i>	
Required:	None required.
Preferred:	

<i>Physical Demands</i>	
Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to twenty pounds, such as books, stacks or records, or other similar objects. Specific vision abilities are required by this job include close vision, and ability to adjust focus.</p>
<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>The person must have an</p> <ul style="list-style-type: none"> • Extensive knowledge of computers systems • Ability to use multiple types of computer software. • Ability to read and write at a level appropriate to the duties of the position. • Perform a variety of general and specific office functions of a responsible and complex nature centering on activities of the Sheriff's Office. • Ability to quickly gain knowledge of all aspects of the Sheriff's Office. • Good knowledge of correct English grammar, spelling and punctuation. • Fundamental understanding of office methods, procedures and practices. • Ability to read, learn, understand, interpret and apply a variety of complex policies and procedures with minimal guidance. The ability to share ideas and convey them in an efficient manner is mandatory. • Ability to work with minimal guidance to identify appropriate applications of a wide variety of written policies and procedures. • Computer literacy is highly important. Knowledge of a wide variety of software is of significant importance. • Ability to organize and sometimes train other staff. • Ability to perform basic clerical work involving judgment, accuracy and speed with minimal supervision. • Ability to maintain records and files, including the ability to maintain and protect the confidential nature of those files. • Ability to operate the telephone system and communicate with the public. • Ability to handle various special projects on an ongoing basis while addressing daily needs for the office.
<i>Work Environment</i>	
Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 100 pounds or more</p>