

SNOHOMISH COUNTY JOB DESCRIPTION

LAW ENFORCEMENT SECRETARY

Spec No. 6107

BASIC FUNCTION

Responsible for assisting the public and law enforcement administrators/officers in locating information and answering procedural questions. Enters and retrieves information in various computer systems. Types various reports, statements, and correspondence.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists law enforcement personnel and the general public, both in person and by telephone, with providing information; addressing questions and/or concerns, explaining services provided by the Sheriff's Office and; referring citizens and/or law enforcement personnel to appropriate agency, unit or person for assistance; follows up on telephone inquiries and/or written correspondence as required; follows up on runaway reports, telephone harassment, and tip line information as required; assigns case numbers as required.
2. Enters, maintains and retrieves data in various computer systems including criminal history searches; creates and updates database files as needed; prepares reports from database information; follows up on precinct/unit reports as necessary, routing copies of reports to units, departments and agencies as needed; prepares and submits affidavits to Washington State Patrol.
3. Drafts, types, and/or edits various documents such as reports, search warrants, memorandums and/or correspondence as assigned; updates policy manuals and precinct/unit forms as requested; creates and maintains telephone lists for office/unit.
4. Establishes and maintains office filing system; enters data in office records manually and/or on computer terminal; purges files in accordance with statutes and office policy; may maintain original case files.
5. Effectively communicates and coordinates efforts with other agencies.
6. Maintains emergency telephone list; updates bulletin boards; sorts and distributes incoming mail; prepares outgoing mail.
7. Orders supplies and forms for unit and/or department as needed; coordinates maintenance and repair of unit equipment.
8. Works independently and resourcefully without supervision and prioritizes effectively in order to keep work load current.
9. Represents the Sheriff's Office in a professional and courteous manner while serving a diverse population.

SNOHOMISH COUNTY JOB DESCRIPTION

LAW ENFORCEMENT SECRETARY

Spec No. 6107

ESSENTIAL JOB DUTIES BY SPECIALTY ASSIGNMENT

1. Creates and maintains personnel files; transcribes confidential interviews.
2. Designs certificates, charts, graphs, brochures, newsletters and general office forms.
3. Transcribes dictation, wires, and recorded interviews with suspects, witnesses and/or victims
4. May sort and copy documents to be forwarded to Prosecuting Attorney's Office as needed; assists in organizing presentations of legal documents
5. Compiles statistical data for various reports; submits monthly validations of missing persons, runaways, and sex offenders.
6. Prepares affidavits and letters to courts requesting judgment and sentences of offenders as requested.
7. Books travel reservations, completes training request forms, reconciles credit card (travel and detective) transactions.
8. Handles large sums of money and/or contaminated items.
9. Makes montages/photo lineups per request from other agencies.

STATEMENT OF OTHER JOB DUTIES

1. May be required to testify in court proceedings.
2. May be required to attend meetings; takes minutes for meetings; prepares and distributes meeting agendas and minutes.
3. May assist in training other employees and/or volunteers.
4. May perform other duties as assigned, including being re-assigned as back up or otherwise, to other secretarial positions in varying locations within the Sheriff's Office.

KNOWLEDGE AND ABILITIES

Knowledge of:

- law enforcement procedures
- computer applications and software
- office equipment, procedures and practices
- problem/conflict resolution
- laws, regulations, ordinances, and statutes
- detective, records and civil unit functions

SNOHOMISH COUNTY JOB DESCRIPTION

LAW ENFORCEMENT SECRETARY

Spec No. 6107

Ability to:

- perform all essential duties of a Law Enforcement Technician
- communicate effectively, both orally and in writing, with people regardless of age, sex, social, economic, cultural or ethnic backgrounds, including hostile, angry and distraught individuals
- accurate keyboarding skills, minimum 35 net words per minute; proficient in Microsoft Office
- understand and follow written and verbal instructions
- maintain confidential working information
- establish and maintain effective working relationships with County employees, staff of other agencies, and the public
- read, interpret and categorize data rapidly and accurately
- make decisions on critical issues in stressful situations
- work with limited supervision and meet deadlines
- learn, retain, and explain complex procedures, policies and laws
- accountable for accuracy of work
- secretarial skills for creating and/or formatting letters and forms
- become a Notary Public to notarize documents as needed
- properly interpret data and information for the safety of law enforcement officers and prevention of the loss of property or physical liberty of citizens
- maintain the integrity of data in law enforcement computer systems and confidential information, in general, is a fundamental requirement, and critical to the safety of law enforcement personnel and citizens

MINIMUM QUALIFICATIONS

Two (2) years of current work experience as a Law Enforcement Technician in Snohomish County Sheriff's Office; OR, three (3) years of related clerical experience in an office setting or law enforcement agency comparable to Snohomish County Sheriff's Office; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass job related tests. Must be a lawful permanent resident or United States citizen. Candidates must be minimum 20 years of age, no maximum age.

LICENSING/SPECIAL REQUIREMENTS

Must pass a Civil Service examination. Candidates must successfully pass a criminal history background investigation, a polygraph examination, a psychological evaluation, and pre-employment drug screening.

WORKING CONDITIONS

Work is performed in the usual office environment. Shift, holiday and weekend work may be required.

SNOHOMISH COUNTY JOB DESCRIPTION

LAW ENFORCEMENT SECRETARY

Spec No. 6107

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: September 1989 Technical Secretary (cs)
Revised and Re-titled: September 1990 as Secretary (cs)
Revised and Re-titled: October 1993 as Law Enforcement Secretary (cs)
Revised: June 2018
Amended December 1, 1999; April 2, 2008
Pay Grade: 308 – Law Enforcement Support Pay Plan
EEO Category: 6 – Administrative Support
Workers Comp: 5306 Non-Hazardous

Approved by the Snohomish County Civil Service Commission August 4, 2010
Approved by the Snohomish County Civil Service Commission June 6, 2018