

SNOHOMISH COUNTY JOB DESCRIPTION

LAW ENFORCEMENT TECHNICIAN, LEAD

Spec No. 6109

BASIC FUNCTION

Responsible for supervising and training Law Enforcement Technicians, scheduling and answering procedural civil and record unit questions. Assists with file maintenance and quality control for information in various computer systems.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Confirms, enters and maintains data in local, state and national law enforcement computer systems; processes, interprets and understands court orders.
2. Supervises unit staff; assigns daily work; provides, schedules, and/or coordinates training for office staff; maintains training records for unit staff; handles departmental personnel questions and problems.
3. Interprets laws and office policies for unit staff; develops, recommends, and implement procedural changes affecting unit.
4. Processes and verifies time sheets for unit staff; schedules and coordinates time off; monitors staffing levels; prepares monthly duty assignment schedules; assists with preparation of staff evaluations and other sensitive personnel matters.
5. Assists the public and other law enforcement agencies in complex situations to resolve complaints; facilitates the service of civil and criminal documents.
6. Maintains and processes documents and prepares correspondence to attorneys, courts, law enforcement agencies, and the public in response to requests for services requiring in-depth knowledge of legal or regulatory requirements; researches methods for improving service to customers.
7. Schedules monthly meetings for unit staff; prepares agenda for meetings.
8. Analyzes and resolves technical problems and questions encountered as referred by other unit staff.

STATEMENT OF OTHER JOB DUTIES

9. May perform the duties of a Law Enforcement Technician or a Law Enforcement Secretary as peak load or backup support, for limited duration.
10. May coordinate maintenance and repair of unit equipment.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. May arrange for training of new users of ACCESS database terminal and administer re-certification testing; troubleshoot and report problems.

MINIMUM QUALIFICATIONS

Two (2) years of current work experience as a Law Enforcement Technician in the Snohomish County Sheriff's Office; OR, Three (3) years of related experience in a law enforcement agency comparable to Snohomish County Sheriff's Office; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

LICENSING/SPECIAL REQUIREMENTS

Must be a lawful permanent resident or United States citizen; minimum 21 years of age, no maximum age. Must pass a Civil Service examination, and pre-employment examinations including, but not limited to, a complete background investigation, fingerprinting, criminal record check, and a polygraph examination. A psychological evaluation may also be required. Applicants must have the ability to obtain the Washington State ACCESS Level II certification within 6 months of employment.

Proper interpretation of data and information is necessary for the safety of law enforcement officers and preventing the loss of property or physical liberty of citizens. Accepting responsibility for maintaining the integrity of data in law enforcement computer systems is a fundamental requirement, critical to the safety of law enforcement personnel and citizens.

KNOWLEDGE AND ABILITIES

Knowledge of:

- law enforcement
- computer applications and software
- office equipment, procedures and practices
- English grammar, word usage, spelling and punctuation
- basic math
- work related laws, codes, statutes and regulations
- conflict resolution

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- 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
- provide leadership and train subordinates
- organize and supervise work of unit staff
- maintain confidential working information, records and reports
- establish and maintain effective interactive working relationships with County employees, staff of other agencies; and the public
- read, interpret, research and apply procedures and policies related to work
- exercise good judgment to make decisions on critical issues in stressful situations
- maintain overview of complex procedures, policies and laws
- be accountable for accuracy of work
- work independently under pressure, meeting deadlines and coping with interruptions

WORKING CONDITIONS

Work is performed in the usual office environment with shift, holiday and weekend work required.

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: Office Assistant, Lead (CS)

Revised and Re-titled: May 1994 as Law Enforcement Technician, Lead (CS)

Revised: June 2018, August 2018

EEO Category: 6 – Administrative Support

Pay Grade: 311 – Law Enforcement Support Pay Plan

Workers Comp: 5306 Non-Hazardous

Approved by the Snohomish County Civil Service Commission December 1, 1999.

Approved by the Snohomish County Civil Service Commission June 6, 2018.

Approved by the Snohomish County Civil Service Commission August 21, 2018.