

SAN JOAQUIN COUNTY SHERIFF'S OFFICE



Recruitment Announcement
0417-RM1000-01



Sheriff's Office
7000 Michael Canlis Blvd
French Camp CA 95231



Human Resources
44 N. San Joaquin Street
Suite 330
Stockton, CA 95202
Phone: (209) 468-3370

Sheriff's Records Manager

THE DEPARTMENT

The San Joaquin County Sheriff's Department Records Division serves as Custodian of Records for the Sheriff's Department. For more information about the San Joaquin County Sheriff's Department please visit their website at: www.sjgov.org/sheriff

THE POSITION

The Sheriff's Records Manager is responsible for the management of the Sheriff's Department records management operation. The Records Division is responsible for the preparation, processing, automated indexing, retention, and disposition of incident, traffic, and criminal reports as well as arrests, booking, criminal history, custody records and warrants for the Sheriff's Department and allied law enforcement agencies.

MINIMUM QUALIFICATIONS

Note: Candidates must be able to successfully pass a background investigation conducted by the Sheriff's Office to be considered for this position.

Education: Graduation from a four-year college or university with major coursework in business or public administration; records management or closely related field.

Experience: Two years of responsible records management experience in law enforcement including one year in an administrative support or supervisory capacity.

Substitution: Additional-qualifying experience may be substituted for the required education on a year for year basis.

San Joaquin County is an Equal Opportunity Employer

SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

ARTS, CULTURE, AND RECREATION



The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the county and beyond, held in downtown Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The county-owned and operated Micke Grove Park offers a zoo, rides and an historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.

AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of cherries. Twenty thousand acres of county farmland are dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



EDUCATION

From preschool to higher education, the county has it covered with an abundant array of opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and School of Law, National University and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The county's 17 school districts provide families with a wide choice for children's educational development.

Housing homes and apartments are plentiful and the median home price in Stockton is still affordable when compared to other nearby areas.

Affordable, comfortable housing is available in most sections of the county and new homes abound in both the south and north area, with historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities, cultural, recreational, and educational that the area provides.



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TYPICAL DUTIES

- Plans, organizes, supervises and evaluates the activities, operations, and staff of the Sheriff's Department Record's Division.
- Selects personnel and provides for their training and development; directs and participates in performance appraisal, documentation, and related personnel processes.
- Establishes division policies and procedures to reflect the department's overall vision; communicates and maintains department and division policies and procedures.
- Ensures compliance with Federal, State, and local statistical reporting requirements of crimes and arrests; prepares and maintains statistical records on operational activities and mandated State and Federal statistical reporting.
- Establishes guidelines for compliance with Federal, State, and local mandates for release of information; works with State auditor's in documenting compliance with standards and requirements for all Sheriff's Office Divisions.
- Analyzes systems and procedures to develop, expand, or refine methods of operation.
- Reviews and evaluates new and/or pending legislation, rules and regulations; analyzes impact on the department; makes appropriate recommendations.
- Coordinate divisional activities with other divisions and criminal justice agencies.
- Testifies in court or other legal hearings regarding Sheriff's records.
- Represents Sheriff's Department in professional and operational meetings relating to Records Division activities and services; may participate on committees.
- Prepares division budget; recommends financial, personnel, and other resources to conduct operations.
- Prepares reports and other correspondence.

COMPENSATION PACKAGE

Base Salary: \$6,753-\$8,211 Monthly

- ♦ A 457 Deferred Compensation Plan
- ♦ 1937 Retirement Act plan with reciprocity with CALPERS
- ♦ 125 Flex Benefits Plan
- ♦ 12 days sick leave annually with unlimited accumulation
- ♦ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years and 23 days after 20 years)
- ♦ 14 holidays per year
- ♦ 10 days of administrative leave per year

For more information regarding the County's benefits please visit:

www.sjgov.org/hr/Programs/Benefits

APPLICATION

Completed application package must include supplemental application and is to be submitted to the Human Resources Division by the **Final Filing Date: May 12, 2017.**

Apply online at:

www.sjgov.org/departments/hr

Applications may be submitted to: San Joaquin County Human Resources:

Attn: Kurt Shigematsu
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.3370 Fax: 209.468.0508



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SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division.

Please provide a detailed description of your experience including employer name, position title, and dates of employment with each answer.

These questions will be reviewed in evaluating your qualifications.

1. This position requires two years of responsible records management experience in **law enforcement including one year in an administrative support or supervisory capacity.** Please describe your experience in this area.
2. This position also requires graduation from an accredited four-year college or university with a major in business, public administration, or a closely related field. Identify the college attended, degree obtained and major in the space provided below.

Substitution: Additional-qualifying experience may be substituted for the required education on a year-for-year basis. Provide this information if you do not meet the education requirement.