

## Information Processor

### 1113.1 GENERAL DESCRIPTION

An Information Processor for the Kane County Sheriff's Office is primarily responsible for providing a variety of clerical support functions and public service protocols necessary to the efficient and effective operation of various divisions of the Sheriff's Office.

As such, The Sheriff may assign an Information Processor to any Office division needing such services as the Sheriff may deem appropriate.

An Information Processor will report to the appropriate supervisor in their assigned work area.

### 1113.2 ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- (a) Ensure adherence to proper procedures within the Records Division.
- (b) Promptly acknowledge all public records request.
- (c) Assist in criminal investigations; initiate action on any special requests for information stored by the Records Division; prepare information of an evidential nature for transmittal to requesting party; testify in court in answer to subpoenas.
- (d) Handle all evidence in accordance with established procedures.
- (e) Possess and maintain proper certification in the Law Enforcement Agency Data System (LEADS)
- (f) Create, update and maintain Sheriff's Office files.
- (g) Enter, retrieve and update files, documents and data on appropriate computer systems, review and verify documents and data to ensure accuracy of data entered.
- (h) Answer telephone calls, greet and direct visitors as assigned.
- (i) Type reports, forms, letters and correspondence as assigned.
- (j) Accept and record cash payments which may be lawfully received and authorized by the Sheriff's Office for processing specific office documents or service assigned.
- (k) Accept and perform any other related duties and assignments as assigned by the Sheriff.
- (l) Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

### 1113.3 QUALIFICATIONS

- (a) Possess a high school diploma or GED
- (b) Pass a thorough background investigation

## *Information Processor*

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### **1113.4 KNOWLEDGE, SKILLS, AND ABILITIES**

- (a) Considerable knowledge of business English and spelling.
- (b) Ability to effectively communicate with the public, other agencies, and staff.
- (c) Ability to multi task and prioritize work assignments.
- (d) Knowledge of Illinois public records law
- (e) Considerable knowledge of office practices, procedures and machines.
- (f) Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities.
- (g) General comprehension skills to understand plans, concepts and translate such plans into actions, both verbally and in writing; interpreting and communicating records information, inmate information, court orders/dockets.
- (h) Considerable knowledge of modern office business equipment and computer operations practices and procedures.
- (i) Knowledge of state statutes, laws, and ordinances.
- (j) Ability to complete accurate work under stress.
- (k) Ability to work independently
- (l) Ability to keep good records.
- (m) Ability to acquire information from the judicial system rapidly and accurately.
- (n) Inter-personal skills
- (o) Ability to effectively and courteously interact with the public and fellow members.
- (p) Time management, organizational, and problem solving skills.
- (q) Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

### **1113.5 PHYSICAL ABILITIES**

- (a) Sit up to 7 hours per day.
- (b) Stand up to 1 hour per day.
- (c) Walk up to 2 hours per day.
- (d) Occasionally lift up to 10 lbs.
- (e) Occasionally bend, squat, reach, kneel, and/or twist.