

# **LIBERTY COUNTY SHERIFF'S OFFICE**

## **JOB DESCRIPTION**

### GENERAL INFORMATION

1. **JOB TITLE**  
National Incident-Based Reporting System (NIBRS) Clerk
2. **DEPARTMENT**  
Sheriff's Office
3. **GRADE**

### DESCRIPTION OF THE WORK

1. **JOB CATEGORY**  
Administrative
2. **REPORTS**  
Secretarial, internal filing and filing NIBRS reports with the state of Texas.
3. **EQUIPMENT / MATERIALS**  
General office equipment, radio, computers and programs, office supplies.
4. **SHIFT WORK**  
Generally a daytime shift.
5. **PRIMARY WORK LOCATION**  
Indoors
6. **JOB HAZARDS**  
General office hazards.
7. **PHYSICAL EFFORT REQUIRED**  
Lifting of light materials and equipment.

### JOB REQUIREMENTS

1. **SKILLS / ABILITIES**  
Public relations, knowledge of county procedures and practices, communication skills, detail oriented. Knowledge of laws applicable to law enforcement records. Ability to work with limited supervision. Ability to handle sensitive and confidential matters.

2. **MINIMUM EDUCATION**  
High school graduate or GED
3. **MINIMUM EXPERIENCE**  
Experience in handling office paperwork and filing. Law enforcement report writing experience preferred, but not necessary.
4. **TYPE OF EXPERIENCE**  
General office skills, accounting skills, management skills, familiar with legal documents, organized, be able to understand an offense report to be able to define the incident and to classify the incident to be entered into NIBRS.
5. **SPECIALIZED REQUIREMENTS**  
Valid Texas driver's license.

#### ESSENTIAL JOB FUNCTIONS

1. Report input into the departmental computerized system.
2. Filing and scanning of all reports, traffic citations, and case dispositions.
3. Direct processing with Net-Data and Cushing.
4. Process all government-required documentation concerning NIBRS.
5. Perform duties assigned by the Sheriff, Chief Deputy or the Custodian of Records.
6. Generate a current NIBRS report status report for the Chief Deputy upon request.

#### MARGINAL JOB FUNCTIONS

1. Process traffic citations and warnings.
2. Computer troubleshooting.
3. Incidental reporting to other departments and public officials.
4. Maintain liaison with all divisions of the department.