King County

SHERIFF'S DATA SPECIALIST
KING COUNTY SHERIFF'S OFFICE
Hourly Rate Range: $16.85 - $21.35
Job Announcement: 05LW5640
OPEN: 11/14/05 CLOSE: 12/5/05

WHO MAY APPLY: This Civil Service position is open to the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to**: Human Resources Division, 500 4th Ave., Room 450, Seattle, WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE**: Applications not received at the above location may not be processed**.**

FORMS AND MATERIALS REQUIRED: The King County application form and data sheet, self-screening background questionnaire, a cover letter the Skills/Experience Checklist.

WORK LOCATION: Downtown Seattle in the King County Courthouse, 516 Third Ave., 98104

WORK SCHEDULE: This full time Civil Service position is overtime eligible. The AFIS Unit operates 24 hours per day, 7 days per week, including holidays. Data Specialists must be willing to accept any shift and any workweek having any two consecutive days off as assigned by management.

PRIMARY JOB DUTIES INCLUDE: The responsibilities of this classification include oversight office coordination that is specialized and technical in nature, performed under limited supervision, providing specialized data and system support to the essential criminal identification duties of the department in a time critical fashion.

1. Provide specialized and technical program-specific information to internal and/or external customers over the telephone, in writing and/or in person, sometimes dealing with sensitive and/or potentially volatile situations.
2. Establish, maintain, code, modify, track and/or retrieve information and compile data that may require information searches through files, records, microfilm, or computer files, including spreadsheets and/or customized database applications in a timely manner. Enter, obtain and/or verify information and make sure the appropriate disposition of evidence and/or exhibits follow established, clearly defined methods and guidelines.
3. Provides research, which often includes contacting various courts, suburban agencies, precincts, detectives and the Prosecutor's Office.
4. Provides fingerprint record information to other criminal justice agencies and field officers by use of telephone, computer terminal and facsimile.
5. Perform user level troubleshooting and maintenance of the Unit's computer systems peripherals.
6. Perform various data entry, update, correction and research functions using multiple computer programs and modules.
7. Protects confidentiality of information by ensuring that data is provided only to appropriate law enforcement and criminal justice personnel.

8. Audits and validates all locally entered information by double-checking for completeness and accuracy. .
9. Interview internal and/or external customers to establish program-specific documentation and/or identify services needed.
10. Assists in the proper identification of individuals booked under false names.
11. Maintain, inventory, order, collect and distribute supplies and/or equipment.
12. Compose, draft, type and/or word process, proofread and edit documents, and/or correspondence to ensure these conform to the appropriate use of the English language and established procedures.
13. Responsible for the training of co-workers.

QUALIFICATIONS:

- Knowledge of general office policies, principles and practices.
- Knowledge of software applications and word processing skills; good keyboarding skills.
- Knowledge of basic accounting procedures and mathematics.
- Good oral and written communications skills, knowledge of proper English grammar, usage and spelling.
- Technical writing skills.
- Knowledge of conflict resolution techniques and negotiation skills (using tact, diplomacy and persuasion).
- Willingness and wherewithal to make routine visits to the King County jail using tact and caution around potentially volatile inmates.
- Analytical and problem solving skills.
- Organizational and time management skills.
- Customer service skills — in person and via telephone (discretion, patience, etiquette, professionalism).
- Training skills and/or skill in making presentations to groups.
- Initiative and accountability skills for work product or service of sensitive matters.
- Skill in maintaining confidentiality.
- Skill in following oral and written instructions and in following through on assignments.
- Skill in prioritizing work load and adapting to changes in work load demand.
- Skill in conducting research on a specific work assignment.
- Skill in fingerprinting and recognizing fingerprint pattern types.

***NECE*SSARY SPECIAL REQUIREMENTS:** All Civil Service applicants must be US citizens who can read and write the English language fluently. Offers of employment will be contingent on passing a hearing test and a thorough background investigation, including a polygraph examination. This position also requires a valid Washington State driver's license and WSP Access Certification by the date of hire.

UNION MEMBERSHIP: Employees in this job must join the Public Safety Employees Union, Local 519.

CLASS CODE: 8076

SELECTION PROCESS

- Application packet is received and screened for standard qualifications.
- Experience/Skills Checklist and cover letter are rated.
- All candidates are contacted, in writing, approximately 6-8 weeks from the closing date. Those who initially qualify are scheduled for the technical testing.
- Successful candidates are scheduled for an oral board interview.
- Final scores are determined and a Civil Service Eligibility list for Police Data Technician is established.
- The top three names are referred to the Sheriff's Office and a final hiring decision is made.
- The final candidate undergoes a thorough background investigation including a polygraph.

SHERIFF'S DATA SPECIALIST
SELF SCREENING BACKGROUND QUESTIONNAIRE

In order to apply for the Sheriff's Office, you must answer the following employment conditions and background questions. Circle your answers in the table on this page. Please answer carefully. All answers will be verified in the course of the required background investigation and polygraph examination. **Dishonest answers will be grounds for rejecting your application.**. **NOTE**: If you have questions regarding the meaning of any statement listed below, or you have committed any illegal actions (whether or not you were caught) other than very minor actions, such as stealing a pencil from your employer or a candy bar as a child, **please seek clarification <u>before</u> you submit your application** to find out whether these actions will disqualify you: Background Investigations (206) 296-4074 or (206) 205-0883.

1. Are you now a United States citizen?	**YES**	**NO**
2. Can you read, write and speak the English language so as to be easily understood?	**YES**	**NO**
3. Have you been convicted of a felony as an adult?	**YES**	**NO**
4. Have you bought, sold, possessed, transported or used marijuana within the last three years?	**YES**	**NO**
5. Have you bought, sold, possessed, transported or used any other controlled substance such as, cocaine, opiates, LSD, or other illegal non-prescription drugs within the last five years?	**YES**	**NO**
6. Have you ever committed any <u>serious</u> illegal acts (whether or not you were caught)? *Note: Misdemeanors committed after the age of 18 will be screened on an individual basis.*	**YES**	**NO**
7. I have the ability to type at least 35 wpm.	**YES**	**NO**
8. I am willing to work any assigned shift or schedule.	**YES**	**NO**
9.. Do you exceed the 6 point driving violation limit? (see chart below).	**YES**	**NO**

KING COUNTY SHERIFF'S OFFICE DRIVING STANDARDS

(For 36 months preceding the date of application)

Violation	Points	Violation	Points
Revocation of driver's license	8	Hit and run (unattended)	6
Denial of issuance of driver's license	8	Driving while driver's license suspended (DWLS)	4
Negligent homicide	8	Speeding in excess of the posted limit:	2
Driving while intoxicated (involving an accident)	8	0 - 14 over	3
Driving while intoxicated (no accident involved)	6	15 - 19 over	4
Reckless driving (involving an accident)	8	20 - 25 over	6
Reckless driving (no accident involved)	6	over 25	
Negligent driving (involving an accident	6	Convictions or forfeitures for other moving violations:	4
Negligent driving (no accident involved))	4	each violation involving an accident	2
Hit and run (attended)	8	each violation not involving an accident	

Signature: _____ **Date:** _____

COVER LETTER INSTRUCTIONS

Please write a cover letter to submit with your application packet. This letter should be written in letter format, on a clean piece of white, 81/2" x 11" paper, addressed (**but not mailed**) to:

King County Sheriff's Office
AFIS Unit Clerical Supervisor
516 Third Avenue
Seattle, Washington 98104

This letter should include why you are applying for the position of Sheriff's Data Specialist with the King County Sheriff's Office, and what skills, experience and whatever else you have to offer the department, specifically. This is the initial opportunity to sell yourself to the unit supervisor. This letter will be rated on grammar, spelling, organization, format and content.

SKILLS/EXPERIENCE CHECKLIST

First, list the employers or other environments (school, internet training…) you have had that provided you with some of the experiences and skills necessary to do this job. Then, please complete the chart below. We will be evaluating your experience and skill level, so it is important that you are accurate and honest.

1._____
2. _____
3. _____
4._____
5._____

Experience and/or Skill	Employer or Other # from above list	Amount of experience and/or training (see key below)
A. general office policies, principles and practices.		
B. Ability to type 35 WPM, word processing and software applications		
C. Basic accounting procedures and mathematics		
D. Make inquiries, research and retrieve information using multiple databases		
E. Appropriately prioritizing own work and adapting to changes in workload demand		
F. Fingerprinting and recognizing fingerprint types		
G. Training and/or making presentations to groups		
H.Technical writing		
I. Typing at least 35 wpm		
J. Provide excellent customer service skills		
K. WSP Access Certification		

KEY: Place appropriate number in the box above to show length of time your have performed this duty.

0: No or almost no experience, in training or employment	**4**. 7 to 12 months on the job
1.Performed in training only	**5.** 13 to 24 months on the job
2. 1 to 3 months on the job	**6**. Over 24 months on the job
3: 4 to 6 months on the job	