



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Public Safety Records Associate
LOCATION: Sheriff's Office
HIRING RANGE: \$22.26 - \$24.74/Hr.
STATUS: Full Time
HOURS PER WEEK: 37.5
WORK HOURS: 8 am – 4 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *February 2025*

POSITION TITLE: Public Safety Records Associate
DEPARTMENT: Sheriff's Office
PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Provides clerical assistance to the public records function of the Sheriff's Office.

ESSENTIAL FUNCTIONS:

1. Receives and processes public record requests including documents, audio, video, and photographs. Researches requests and reviews legal criteria for suitability in releasing documents. Documents public record requests with completion of request form or email. Ensures that records files are organized and maintained in a professional manner and in

accordance with Agency General Order, County General Code, and State of Wisconsin records retention schedules.

2. Downloads and saves mobile/body worn recordings and Agency photographs. Downloads, saves, and disseminates 911 recordings. Primary call taker for incoming non-emergency telephone calls. Provides backup support to the Records and Transcription functions of the Agency. Sorts and distributes mail and faxes for the Sheriff's Office.
3. Redacts and releases or denies release of Sheriff's Office records in accordance with Wisconsin public records law. Makes sound decisions based on General Orders, Directives, and past practice. Completes assignments independently and without close supervision. Isolates and identifies problems, evaluates alternative courses of action, makes logical decisions, employs good judgement, common sense, and knows when and what type of action is appropriate.

ADDITIONAL ESSENTIAL DUTIES:

1. Provides a professional level of customer service to Agency staff and to external consumers of service.
2. Receives phone calls and assists general public and visitors with their inquiries.
3. Exhibits a good working knowledge of all assigned equipment, including required technologies, and is able to function effectively with it.
4. Prepares reports and completes data entry that are accurate, thorough, neat, organized, and properly maintained for future use.
5. Effectively communicates in writing using proper grammar, spelling, and punctuation.
6. Perform job duties in a safe manner and understands and practices principles of employee safety.
7. Provides back up duties, as needed, to other employees in work area.
8. Ensures that confidentiality is maintained at all times.
9. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to the Records Administrative Supervisor.
2. Works closely with the Field Services, Corrections, and Communications Divisions.
3. Interacts regularly with Corporation Counsel and the District Attorney's Office.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High School graduate or its equivalency required, plus related experience preferred.
2. Ability to obtain and maintain TIME system certification.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Sheriff's Office General Orders, Directives, and procedures.
2. Knowledge of office terminology, practices, procedures, and equipment.
3. Knowledge of Microsoft Word, Excel, and/or other record keeping computer programs.
4. Possession of good organizational skills.
5. Ability to file information properly and consistently.

6. Ability to perform data entry on a computer including accurate record entry and retrieval.
7. Ability to work effectively and cordially with the general public and other employees.
8. Ability to meet regular and predictable attendance standards.

PHYSICAL QUALIFICATIONS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to work at a computer for extended periods of time.
4. Ability to use standard equipment found in an office setting.