

Job Opening Form



COMPANY NAME	Yavapai County Sheriff's Office		
ADDRESS	255 East Gurley St	CITY	Prescott
JOB TITLE	Records Technician		
SALARY	\$31,314		
OPENING DATE	1-7-2022	CLOSING DATE	9-30-2022
JOB DESCRIPTION			
<p>Role Under general supervision performs general clerical duties of moderate difficulty within either the Detention or Law Enforcement Divisions. Positions within the Detention Division will be located within a secure detention facility.</p> <p>Major Duties, Responsibilities Inputs data into various databases for review and dissemination with heavy emphasis on accuracy. Reviews and files paperwork in alphabetical, numerical, subject matter, or other related organizing order. Creates and maintains catalog of stored or archived files as well as other operational logs and files. Retrieves records as requested from the Records Management Center or other storage facility and prepares copies for release. Purges and /or destroys obsolete files and data. All duties shall be performed in accordance with applicable laws and Sheriff's Office policies. May prepare and place supply orders and distribute orders to internal customers (which will include inmates if incumbent accepts assignment of jail commissary duties). Performs other related job duties as required or assigned.</p>			
MINIMUM QUALIFICATIONS			
<p>Minimum Qualifications Experience: No experience needed.</p> <p>Education: High school diploma or GED.</p>			
HOW TO APPLY			
E-MAIL:			
TELEPHONE:	928-554-8611		
ONLINE:	www.ycsojobs.com		