**Automated Enforcement Technician**

**Grade: 5**

**FLSA: Non-Exempt**

**Date: 01/19**

**Job Summary:** Performs a wide variety of clerical tasks to support the Office of the Sheriff’s Automated Enforcement Program; performs other duties as assigned.

**Essential Functions:**

1. Reviews and approves all automated enforcement citations;
2. Uses various databases to include METERS/NCIC to verify vehicle registrations and vehicle owner information
3. Prepares and forwards to vehicle owner proof of violation, appropriate citation and related documentation.
4. Types, mails and copies various forms of correspondence; maintains office logs, records, files and databases including data entry;
5. Maintains confidentiality on all matters;
6. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain a working knowledge of the policies and procedures of the Office of the Sheriff, St. Mary’s County Government, and State Government;
2. Ability to act as a representative of Office of the Sheriff to the public;
3. Ability to effectively communicate with staff and members of the public;
4. Ability to organize and determine priorities of diverse assignments;
5. Ability to assimilate information from a variety of resources and analyze, evaluate and select the best course of action;
6. Ability to operate relevant computer systems, including hardware and software, as well as multi line telephones and simple office machines;
7. Ability to understand and follow oral and written instructions;
8. Ability to obtain training and certification in N.C.I.C.;METERS.;. and HTE;
9. Basic math and language skills.

**Education and Experience:**

1. High school diploma or G.E.D.;
2. Six months or more of related experience;
3. Or equivalent technical training, education, and/or experience.

**Additional Information:**

1. Requires background investigation with favorable results.

**Physical and Environmental Conditions:**

Work requires light physical effort in the handling of light materials in non-strenuous work positions up to 30 pounds and/or continual standing, sitting, bending, or walking.

Work environment involves high risks with exposure to potentially dangerous situations, which require a range of safety and other precautions, e.g., aggressive human behavior, or similar situations where conditions cannot be controlled.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date