

**PENOBSCOT COUNTY SHERIFF'S OFFICE**  
*JOB DESCRIPTION*

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**TITLE: Court Officer / Records**

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**DATE: August 15, 2003**

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**APPROVED BY:**

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**REPLACES:**

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**DATED: March 8, 2010**

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**I. IDENTIFICATION**

Job Title: Court/ Records Officer  
Location: 85 Hammond St. Bangor, Me. 04401  
Reports To: Lieutenant Support Services  
Supervises: Not Supervisory Position

**II. JOB SUMMARY**

The Court/Records Officer will represent the Sheriff's Office at all court arraignments as assigned. This individual will prepare court paperwork, to District Attorney's and Sheriff's Office standards, to be used in subsequent judicial proceedings. In addition, this position will maintain a system of tracking incidents from the initial reports, through the judicial process, and to its final resolution which ensures quality control and timeliness of submitted reports. The Court/Records Officer shall also ensure proper Uniform Crime Reporting Coding. The Court/Records Officer will ensure that all officers are notified of pending court dates and that all necessary paperwork for such court dates is prepared and ready.

**III. CORE ELEMENTS OF THE JOB**

**A. Essential Job Functions**

1. Knowledge of the laws, rules, and regulations applicable to and enforced by the Sheriff's Office. Knowledge of Sheriff's Office policies and standard operating procedures.
2. Knowledge of general police methods.
3. Must be able to demonstrate proficiency and efficiency in the following areas:
  - a. Ability to understand and follow oral and written instructions.
  - b. Ability to apply common sense and good judgment.

- c. Ability to write clear, legible, and concise notes.
- d. Ability to handle critical and stressful situations.
- e. Ability to maintain self control under stress.

#### **IV. SPECIFICATIONS/QUALIFICATIONS**

##### **B. Education/Training (minimum required and preferred)**

- 1. High school graduate or equivalent
- 2. Graduate from Reserve Officer Course

##### **C. Job related experience (minimum required and preferred)**

- 1. 2 years full-time experience in criminal justice field.

##### **D. Special Skills**

- 1. No criminal history or any significant motor vehicle record.
- 2. Must have a valid motor vehicle operators license.
- 3. Minimum of 21 years of age.

##### **E. Cognitive Requirements**

- 1. Must be able to read, write, and comprehend the English language.

##### **F. Physical Requirements**

- 1. Must have the ability to complete department physical effectively.

##### **G. Work Environment**

- 1. Majority of time will be in the Sheriff's Office, Court Rooms, District Attorney's Office and traveling to and from the above locations.

\*\* External and internal candidates well as job/position incumbents who become disabled, must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.