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Records Management & Data Entry Technician

JOB CODE	JOB FAMILY	PROFILE
JCV121	**Business Services & Support**	**Records Management & Data Entry Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**October 5, 2026**

The Records Management & Data Entry Technician, under general supervision, processes, enters, and cancels warrants. Performs administrative and business related duties in support of the Sheriff's Department; reviews reports; trains entry-level records management staff. Researches and provides warrant and report information to civilian, law enforcement and other community based agencies as applicable. Must read, approve, and enter overall data related to active police reports.

Job Description

DUTIES AND RESPONSIBILITIES

- Receives and directs phone calls from general public, bail bond companies, courts, and law enforcement agencies.
- Receives and responds to requests by phone or radio for verification of warrants and domestic violence orders.
- Performs moderately complex comparison of identities from law enforcement sources relating to warrants to confirm positive identification of subjects.
- Receives, delivers, and picks-up warrants and domestic violence orders from the Court and other agencies as applicable.
- Processes, codes, and enters misdemeanor and felony warrants into various computer systems and databases.
- Processes, codes, and enter reports, warrants, court subpoenas and civil orders.

- Researches and compiles identification information necessary for the entry of felony warrants.
- Cancels warrants and makes notifications of such to appropriate agencies as authorized by proper authorities.
- Responds to requests for department related information from the public, district attorney, courts, other county agencies or other County Departments.
- Maintains records pertaining to daily transactions and business detail of the department such as time records, budget expenditures, preparation of personnel actions, etc. Files and maintains records.
- Responsible for maintenance of department files, including data, report entry, and review for historical recordkeeping.
- Receives, enters, and sends all National Crime Information Center (NCIC) teletypes regarding warrants, reports, missing persons and compromised property.
- Knowledge of radio communications/radio transmission and the warrant Information Tracking System (WITS). Knowledge of procedures utilized in Warrants Section.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- One (1) year of general clerical experience preferably in a law enforcement environment or related field preferred.
- Must certify in NCIC within 6 months of employment.
- Must be willing to organize, maintain and review data, historical records and police reports.
- Must be able to communicate in oral and written English.
- Knowledge of radio communications/radio transmission and the Warrant Information Tracking System (WITS).
- Knowledge of procedures utilized in Warrants Section.
- Ability to communicate in oral and written English.
- Ability to interact effectively and professionally with the public, supervisors, and co-workers.
- Ability to operate standard office machines including typewriter, computer and multi-line telephone system.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.

- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Essential duties are typically performed indoors. An occasional duty may require employee to be outdoors.
- Duties are performed in a temperature-controlled environment.
- Worker is exposed to intermittent, low-level noise factors.
- Work is performed on an even surface that may be carpeted or tiled.
- Worker primarily works alone, both with and without supervision.
- Work hazards or potential work hazards involve fast-paced and high stress in performing job duties.
- Shift work and on-call work will be required.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used in performing duties includes computers, multi-line telephone, radio, photocopier, telephone, calculator, automatic file, facsimile machine.
- Materials and products handled in performance of essential duties include logs, paperwork, various forms, writing utensils, and manuals, computer print outs.

NOTE

You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to communicate clearly with all co-workers and the general public.
- Must be able to ask questions of supervisor and listen to and follow verbal directions in English.
- Must be able to read and understand written and verbal directions in English.
- Must be knowledgeable of standard procedures in regard to warrants from the court and other agencies.
- Must be mentally alert in order to change tasks on a frequent basis.

- Must be able to maintain mental alertness in order to adequately handle high pace and stress of job.
- Must have the mental capability to learn through on-the-job training procedures used in the warrants section.

PHYSICAL FUNCTIONS

- Must be able to sit for up to four (4) hours at one time, up to eight (8) hours total per day.
- Must be able to stand/walk for short distances up to a total of two (2) hours per day.
- Must be able to kneel and crouch for short periods as needed, on an occasional basis.
- Must be able to bend at the waist and twist/rotate waist as needed on a frequent basis when operating the computer.
- Must be able to work with arms extended on a frequent basis when at the computer terminal.
- Must be able to work with arms bent on a frequent basis when working at the computer terminal or filing.
- Must be able to push/pull with arms with an estimated force of up to two (2) pounds up to an estimated total of 15 times per day.
- Must be able to push with legs and feet with an estimated force of 10-15 pounds in order to propel chair from one location in the office to another.
- Must be able to use hands/fingers to grasp/manipulate equipment necessary to perform essential duties such as telephone, paperwork, manuals, and computer keyboard.
- Must be able to use fine finger dexterity and implement eye-hand coordination to operate computer terminal.
- Must have strong hearing and sight abilities in order to perform all essential duties connected with receiving warrants, processing, coding and entering warrant data and conducting research through available sources.
- Must be able to type and utilize a computer keyboard with sufficient accuracy and speed.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.