

## 2-01-700 Professional Staff

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- **2-01-705 Intermediate Typist Clerk (ITC)**

**RESPONSIBLE TO:** Operations Sergeant

**WORK SCHEDULE:** Five day post, Monday through Friday

**GENERAL DUTIES:**

The Intermediate Typist Clerk is responsible for a wide variety of clerical work. All clerical responsibilities are divided between the numerous secretaries based on their job functions.

**SPECIFIC DUTIES:**

- Answer incoming phone calls, direct calls, take messages, and provide information as necessary.
- Responsible for sorting and distributing incoming mail.
- Assist in the processing of various custody related reports requiring specialized knowledge of the Inmate Report Tracking System (IRTS), Los Angeles Regional Criminal Information System (LARCIS) and Facilities Automated Statistical Tracking (FAST) programs.
- Maintain and purge report files as per established procedures.
- Use the photocopier, fax machine, scanner, and computer to perform various duties.
- Assist inmate services in responding to inmate requests daily.
- Utilize the Custody Automated Reporting and Tracking System (CARTS) to track and respond to inmate requests.
- Enter data and maintain various tracking reports such as the daily inmate population, criminal statistics, and visiting statistics.

**RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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- **2-01-710 Law Enforcement Technician (LET)**

**RESPONSIBLE TO:** Operations Sergeant

**WORK SCHEDULE:** Five day post, Monday through Friday

## GENERAL DUTIES:

The Law Enforcement Technician serves as the North Facility fleet coordinator. They are responsible for the transportation of all necessary items to and from the facility, as well as maintaining the vehicles assigned to North Facility.

## SPECIFIC DUTIES:

- Deliver and obtain county mail, time records and files, confidential files, funds, supplies, and all other needed items going to and from the Los Angeles area.
- Distribute county mail to the appropriate facility personnel daily.
- Assist the South Ranch Facility mail room and coordinate various county business deliveries and pick-ups.
- Maintain records for all vehicles assigned to North Facility.
- Responsible for fueling and maintaining the unit commander's vehicle.
- Maintain and record the maintenance and inspections of all county vehicles assigned to North Facility and submit a report monthly.
- Deliver and pick-up North Facility vehicles from the motor pool for repairs, regular maintenance checks and/or as needed.
- Submit an inventory report of county vehicles assigned to North Facility semiannually.

## RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

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### • 2-01-715 Operations Assistant I (OAI)

**RESPONSIBLE TO:** Operations Sergeant

**WORK SCHEDULE:** Five day post, Monday through Friday

## GENERAL DUTIES:

The Operations Assistant I is responsible for assisting the operational staff by providing routine administrative staff support functions. All clerical responsibilities are divided between the numerous secretaries based on their job functions.

## SPECIFIC DUTIES:

- Assign, track, and edit employee performance evaluations. Review finished copies for proper grammar,

spelling, punctuation and format.

- Maintain and update the Employee Performance Evaluation Tracking System (EPETS).
- Prepare a variety of documents necessary to support operations including memos, letters, forms, charts and reports. Follow guidelines for correspondence as outlined in the Departmental Manual of Policy and Procedures. Preparation includes the use of various applications including but not limited to, Microsoft Word and Excel.
- Provide backup to cover the captain's secretary's desk in their absence.
- Forward employee jackets in the event an employee is transferred out of the facility.
- Review, process, and forward all subpoena requests to the appropriate personnel.
- Answer incoming phone calls, direct calls, take messages and provide information, as necessary.

## **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

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### **• 2-01-720 Operations Assistant II (OAI)**

**RESPONSIBLE TO:**            **Operations Sergeant**

**WORK SCHEDULE:**        **Five day post, Monday through Friday**

### **GENERAL DUTIES:**

The Operations Assistant II is responsible for assisting operational staff by analyzing and making recommendations for the solution of various issues including organization, systems and procedures, law enforcement programs, budget, or facility planning.

### **SPECIFIC DUTIES:**

- Responsible for the direct supervision of clerical support staff to ensure proper application of various program and quality of work product.
- Assist in the processing of various custody related reports requiring specialized knowledge of the Los Angeles Regional Criminal Information System (LARCIS) and Facilities Automated Statistical Tracking (FAST) programs.
- Responsible for the collection of statistical data and for compiling the Monthly Management Report and the Command Accountability Report System (CARS).
- Assist with miscellaneous administrative projects.
- Responsible for the facility budget.
- Serves as the facility buyer for all goods pertaining to maintenance and facility functionality, including office supplies for operational staff.

- Maintain weekly and monthly budget reports for Custody Services Division.
- Responsible for creating and entering purchase orders into the Electronic Countywide Accounting and Purchasing System (eCAPS).
- Responsible for receiving goods, matching invoices to packing slips and purchase orders, and submitting to Fiscal Administration for payment.
- Coordinate the repair and maintenance of office equipment.
- Prepare a variety of documents necessary to support operations including memos, letters, forms, charts, and reports. Follow guidelines for correspondence as outlined in the Departmental Manual of Policy and Procedures. Preparation includes the use of various applications including but not limited to, Microsoft Word and Excel.
- Assist operational staff in the overall coordination, planning, organization and staffing of the unit by participating in the recruitment, selection, and placement of qualified employees.
- May supervise a small clerical and/or operational support staff engaged in related work where responsibility for supervision is subordinate to the performance of the administrative work.
- Assist in preparing various reports for the facility such as the Sheriff's Critical Information Forum (SCIF), Sheriff's Electronic Criminal Document Archive (SECDA), Internal Controls Certification Program (ICCP) and the Command Inspection.

## **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

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### **• 2-01-725 Secretary V**

**RESPONSIBLE TO:** Captain/Unit Commander

**WORK SCHEDULE:** Five day post, Monday through Friday

### **GENERAL DUTIES:**

The Secretary V functions as the primary secretary to the unit commander. They are responsible for assisting the unit commander and operational staff with various clerical tasks and projects as needed.

### **SPECIFIC DUTIES:**

- Answer and screen all incoming calls to the unit commander and/or operational staff.
- Process all incoming/outgoing, external/internal correspondence including letters and memos to/from the unit commander or operational staff.
- Process, track, and maintain the administrative cases within the Electronic Line Operations Tracking System (eLOTS) and/or other administrative trackers. Maintain administrative and executive files on a

daily basis.

- Maintain the unit commander's calendar.
- Responsible for extensive record management and filing of personnel/medical jackets. Update required documents annually.
- Data entry of any required administrative reports into the Los Angeles Regional Criminal Information System (LARCIS).
- Process and assist all personnel with requests for certain documents such as outside overtime requests, address changes, direct deposit, tax forms, ride along requests, Department of Motor Vehicles (DMV) confidentiality forms, etc.

## **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

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### **• 2-01-730 Senior Typist Clerk**

**RESPONSIBLE TO:**            **Operations Sergeant**

**WORK SCHEDULE:**        **Five day post, Monday through Friday**

#### **GENERAL DUTIES:**

The Senior Typist Clerk is responsible for a wide variety of clerical work. All clerical responsibilities are divided between the numerous secretaries based on their job functions.

#### **SPECIFIC DUTIES:**

- Assist operations with the collection and reporting of accurate statistical information.
- Assist with data entry for the Los Angeles Regional Criminal Information System (LARCIS) including criminal analysis, reconciling discrepancies with reports, and logs.
- Review reference logs for completeness, legibility, and errors. Resolve discrepancies as needed. Analyze and make recommendations for the solution of repeated errors.
- Reconcile and update the reference log to ensure all reports have been received for administrative processing and send delinquent report memos weekly for outstanding reports.
- Receive and process all reports which are accountable on the reference log. Review them for completeness, legibility, and errors. Research and resolve discrepancies as needed.
- Responsible for data entry into the Facilities Automated Statistical Tracking (FAST) system.
- Assist with statistical retrieval for the monthly Management Report and Command Accountability Reporting System (CARS) report.
- Responsible for tracking Cal-Osha reports for each month and complete a report annually.

- Scan daily reports received and inmate requests into the shared files.
- Prepare weekly briefing trackers (town hall meetings) and regular briefing meetings for the watch commander.
- Responsible for sending files to archives.
- Process, audit, and file discipline reports and facility logs.
- Perform various administrative support tasks.

## **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

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