



SEX OFFENDER REGISTRATION (SOR) SPECIALIST

Department: Sheriff's Department
Job Class #: 246400
Pay Range: General 22

FLSA: Non-Exempt
Represented: No
Civil Service Approved: 4/10/12

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is specialized technical work for the Pierce County Sheriff's Department. An employee in this classification is responsible for the sex offender registration functions of the Sex Offender Registration Unit. An employee in this classification must use considerable initiative and judgment in interpreting or adapting policies, procedures, and applicable guidelines. Work in this classification involves the use of independent judgment and is performed under general supervision.

ESSENTIAL FUNCTIONS:

- Research and review unrated sex offender conviction, incarceration and psychological records and utilize appropriate risk assessment tool to determine level of risk a sex offender poses to the community; determine aggravation or mitigation to sex offender risk level.
- Research local, state, and federal statutes, criminal histories, incarceration records and court records to determine if an unrated offender has an obligation to register in the State of Washington; make appropriate notifications.
- Research local, state, and federal statutes, criminal histories, incarceration records and court records to determine if an offender has met his/her obligation to register; relieve him/her of the duty to register by notifying the state registry and offender.
- Compile, review and calculate verification, arrest, prosecution, DNA and anecdotal transient data to create and submit quarterly reports for WASPC (Washington Association of Sheriffs and Police Chiefs) Verification Grant Project; answer grant related questions from participating law enforcement agencies; review cooperating agency reports for completeness.
- Review and process Failure to Register reports; if the report has the elements for prosecution make appropriate entries in the sex offender databases, publish the offender on the website, notify the state registry and forward documents to the Prosecutor's Office for consideration of charges.
- Interpret and explain sex offender laws and regulations to citizens, offenders, and other local, state and federal agencies; communicate and draft correspondence responding to inquiries or related to registered offenders, registration statutes, public notification and verification regulations.
- Analyze and resolve complex issues and/or technical problems involving policies and procedures, rules and regulations, federal, state and local laws with respect to the sex offender registration program.
- Monitor and keep superiors apprised of legislative changes to sex and kidnap offender laws in order to ensure consistent interpretation of laws, rules, policies and procedures; revise policies, procedures and forms to reflect change in law.
- Make appropriate legal notification to schools of offenders attending or working in the institutions; respond to requests for information or questions from school administration.
- Perform lead functions such as setting priorities; distributing and checking work; devising and evaluating office procedures and implementing changes subject to approval of supervisor; providing technical assistance as needed; resolving minor work and personnel problems; and providing input on performance evaluations.
- Install, train, administer and maintain the state-wide Offender Watch (OW) software program for law enforcement and government users within Pierce County.

SEX OFFENDER REGISTRATION (SOR) SPECIALIST

Classification Description – Pierce County

Page 2

- Maintain, update and monitor sex offender registration information posted on the department website.
- Testify in court regarding Failure to Register and offender Department of Corrections violation hearings.
- Represent the Sheriff's Department on various state and local committees pertaining to sex offender registration.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Incumbent works independently and receives general supervision when assigned new or advanced tasks. Work is reviewed periodically by an administrative superior for accuracy and conformance to established policies and procedures and quality of service provided. This position is responsible for performing lead functions such as assigning, reviewing, and approving the work of others.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The SOR Specialist typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Current legislative trends and developments in specific program area.
- Applicable risk level assessment tools.
- Research techniques and methodology, data collection, analysis and reporting.
- State, federal and military laws pertaining to sex offender registration and notification.
- Policies, procedures, codes and regulations governing sex offender registration processes and programs.
- Law enforcement, criminal justice and court terminology.
- Principles, methods and techniques of appropriate record keeping.
- Court procedures.

SEX OFFENDER REGISTRATION (SOR) SPECIALIST

Classification Description – Pierce County

Page 3

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Skill in:

- Various computer program operations, manipulations and queries.
- Written and verbal communication.
- Basic quantitative skills.

Ability to:

- Interpret, apply and explain sex offender registration policies and procedures, applicable laws and regulations to offenders, employees, public and other law enforcement personnel.
- Interpret complex criminal records and cases.
- Maintain confidentiality and discretion.
- Effectively lead other employees and assist in the maintenance of smooth office operations.
- Conduct research and analysis, use appropriate judgment and make informed, logical and effective decisions and recommendations.
- Testify in court.
- Represent the Sheriff's Department on various committees in a manner that is consistent with the Sheriff's Department mission, vision and values.
- Pay appropriate attention to details.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain effective working relationships with employees, supervisors, law enforcement officers and others.
- Run computer queries and develop various reports and spreadsheets.
- Operate a personal computer at an acceptable level of proficiency as required for the position.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Three or more years of progressively responsible technical experience in the area of sex offender registration programs and/or criminal justice. Additional education or related experience may substitute for the recruiting requirements. United States citizenship and the ability to read and write the English language as required by RCW 41.14.100.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Prior to being hired in the Sheriff's Department, a candidate must successfully complete the Pierce County Sheriff's Department background investigation, which may include a medical physical examination, behavioral assessment and polygraph.