



## Sheriff's Data Technician

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**DEPARTMENT:** KCSO - Sheriff's Office  
**DIVISION:** Support Services  
**SALARY:** \$27.24 - \$34.53 Hourly  
**LOCATION:** King County Courthouse - 516 3rd Ave, Seattle  
**JOB TYPE:** Civil Service, Full Time, 40/hrs Wk  
**CLOSING DATE:** 09/27/22 11:59 PM

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### SUMMARY:

**WHO MAY APPLY:** This position is open to the public. This recruitment will establish an employment list (valid for one year) to fill current and future Data Technician vacancies within the Sheriff's Office.

For application instructions and requirements, specific to Sheriff Office positions, please visit; **Civil Service Application Requirements**

### SUMMARY:

King County Sheriff's Data Technicians are responsible for receiving, entering, maintaining, transmitting, and relaying various types of information to, from, and between King County Sheriff's Office mobile units, other police agencies, police electronic files, paper records, and courts by means of radio, County, State, national and international criminal justice systems, telephone and other telecommunication devices.

This position is a civil service position, for information regarding King County Civil Service Rules you can access these rules at Civil Service Rules.

**WORK LOCATION:** King County Courthouse in downtown Seattle; located at: 516 3rd Avenue, Seattle, WA 98104. There is no telework option available.

**WORK SCHEDULE:** The Data Unit operates 24 hours per day, 7 days a week, including holidays. Sheriff's Data Technicians must be willing to work any shift or workweek, including overtime, as assigned. This full-time, Civil Service position is overtime eligible with prior supervisor approval.

### JOB DUTIES:

- Assures that locally generated information carried on County, State, national and international computer systems is complete, accurate and up to date by researching, entering, modifying, verifying, and deleting data in a timely manner.

- Provide time critical criminal history information to police officers and criminal justice agencies. Requires exceptional communication and interpersonal skills with the ability to serve internal and external customers via in-person, radio, and telephone.
- Maintain electronic and paper files on wanted, missing or dangerous persons, stolen property, warrants and court orders.
- Assists law enforcement officer in establishing true identity of persons or property by comparing detailed descriptions to those previously on file, identify persons or property which are listed as "wanted" by state or national crime information computers, confirm whether or not warrants for specific wanted people are in hand and assist in proper identification of individuals booked under false names.
- Protect confidentiality of information by assuring that data is provided only to appropriate law enforcement and criminal justice personnel.
- Audit and validate all locally entered information by double checking it for completeness and accuracy.

**EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

- Demonstrated experience in providing excellent customer service in a high-volume, high-pressure, stressful work environment.
- Must be articulate in relaying information in multiple ways (phones, two-way radios and email).
- Demonstrated experience providing detail oriented information with great attention to quality and accuracy. This position requires excellent research skills; ability to search, retrieve, log and file records from multiple sources (databases, electronic and hard copy files).
- Experience accurately entering and tracking data; filing numerically and alphabetically using databases, electronic and paper filing systems.
- Demonstrated effective written communication skills; ability to listen and take accurate detailed notes from oral communications with writing skills sufficient to transcribe, compose, edit and maintain a variety of documents, reports and correspondences using correct spelling, grammar, and punctuation.
- Demonstrated ability to perform multiple tasks, with constantly changing priorities while maintaining a high level of accuracy.
- Demonstrated ability to work productively without close supervision.
- Demonstrated accurate keyboarding skills at a minimum of 35 WPM.
- Ability to carry out assignments using standard office equipment such as laptops/computers, copiers, and/or multi-line telephone.

**DESIRED QUALIFICATIONS:**

The most competitive candidates will have previous experience:

- Two (or more) years of increasingly responsible professional administrative support or data entry experience
- Knowledge and comprehension of laws, policies, procedures, and associated law enforcement information.
- Previous experience in public safety agencies or within the police data information/records management field

**SUPPLEMENTAL INFORMATION:**

**SPECIAL REQUIREMENTS:**

- Must pass thorough background investigation, including a polygraph
- Washington State Patrol (WSP) ACCESS (A Central Computerized Enforcement Service System) Level 2 Certification is a required within 6-months of employment. On-the-job training will be available to prepare selected applicants to obtain this certification if not already achieved.

**TO APPLY:** Please carefully review the list of required materials before submitting your application.

Review the list of KCSO Automatic Disqualifiers and verify your qualification for employment with King County Sheriff's Office.

- King County Application (applying online satisfies this)
- Cover letter
- Complete answers to all the supplemental questions.

**CONTACT INFORMATION:**

Michelle Kobuki, Human Resources Analyst  
206-477-4740

[michelle.kobuki@kingcounty.gov](mailto:michelle.kobuki@kingcounty.gov)

**UNION MEMBERSHIP:** This position is represented by PSEU: Public Safety Employees Union.

**EXAM Timeframe:** Please note that dates are subject to change based on resource availability.

- Mid October ; Written Examination
- Late October; Oral Board Examination

**SELECTION PROCESS:** Application materials will be screened for clarity, completeness, and responsiveness to the list of qualifications, skills, and abilities. Answers to supplemental questions will assist in determining your eligibility for further consideration. The most competitive candidates may be invited to move forward in the hiring process.

**SUPPLEMENTAL INFORMATION:**

**Forbes recently named King County as one of Washington State's best employers.**

**Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? Come join the team dedicated to serving one of the nation's best places to live, work and play.**

Guided by our "[True North](#)", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

**COVID-19 Vaccination Requirement**

King County Executive Branch employees are required to be fully vaccinated against COVID-19. If you are the successful candidate for the position you applied for, the County will send you a conditional offer letter.

As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

The Executive Branch includes employees in the Executive branch, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

### **King County is an Equal Employment Opportunity (EEO) Employer**

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kingcounty.gov/>

Job #2022MK16698  
SHERIFF'S DATA TECHNICIAN  
MK

King County Administration Bldg.  
500 4th Ave. Rm. 553  
Seattle, WA 98104  
206-477-3404

[michelle.kobuki@kingcounty.gov](mailto:michelle.kobuki@kingcounty.gov)

An Equal Opportunity Employer

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### **Sheriff's Data Technician Supplemental Questionnaire**

- \* 1. You must be a current US Citizen or **[Legal Permanent Resident](#)** to apply for civil service positions with the King County Sheriff's Office. Are you now a United States citizen?  
 Yes  
 No
- \* 2. Can you read, write and speak the English language?  
 Yes  
 No
- \* 3. The King County Sheriff's Office maintains a list of automatic disqualifiers for employment. This list can be accessed by clicking on this link **[Automatic Disqualifiers](#)**. Please review the disqualifiers and respond to the following question before proceeding. **Do you certify that based on your review of the automatic disqualifiers that you are qualified for employment with the King County**

**Sheriff's Office?** Note - This information will be verified prior to scheduling an oral board interview.

Yes

No

- \* 4. *The background of all King County Sheriff's Office employees and applicants are thoroughly checked.* The required **background investigation** will review and evaluate driving records, criminal records, criminal behavior, employment histories, military records, personal and employment references, and related information. Candidates who pass the initial background investigation will be required to complete a polygraph, medical and psychological exam. **Are you willing to undergo a background investigation and polygraph and psychological examination as part of the employment process?**
- Yes    No
- \* 5. Do you meet any of the automatic disqualifiers pertaining to **DRUGS**: •As an adult, convicted of any felony drug crime •Any use of heroin or methamphetamines •Any possession or use of GHB (gamma-hydroxybutyrate) or any other "date rape" drug (includes, but not limited to; Ketamine or Rohypnol), including giving it to others •Any use of illegal drugs within three (3) years of application (other than juvenile or one-time experimentation). Illegal drugs include but are not limited to; cocaine, ecstasy, molly, MDMA (club drugs), spice, mushrooms, or Khat, or illegal use of prescription drugs (including steroids). •Illegal use of four (4) or more different controlled substances as an adult within the past ten (10) years •Any instance of manufacturing or cultivating illegal drugs for the purpose of sale or distribution •Use of any illegal drugs while employed in a criminal justice capacity •Obtaining a prescription under false pretenses •Any instance of illegally using a drug after applying to any Law Enforcement agency •Marijuana use will be evaluated on a case-by-case basis; however, to increase the likelihood of continuing in the hiring and background process, an applicant should not have used marijuana in the last 12 months
- Yes    No
- \* 6. **If you answered "yes" to the above, please explain.** *N/A if you answered "No"*
- \* 7. Do you meet any of the automatic disqualifiers pertaining to **DRIVING**: •Conviction of Driving/Physical Control Under the Influence within the last three (3) years •Conviction of Driving/Physical Control Under the Influence more than once will be evaluated on a case-by-case basis •As an adult, conviction of Attempting to Elude, or Hit and Run •As an adult, conviction of Reckless or Negligent Driving 1st degree in the last three (3) years •Driving While License Suspended/Revoked, convictions are reviewed on a case-by-case basis
- Yes    No
- \* 8. Do you meet any of the automatic disqualifiers pertaining to **CRIMINAL ACTIVITY**: •Any adult felony convictions •Any adult misdemeanor conviction for crimes involving theft, violence, or crimes of dishonesty (including, but not limited to, perjury, forgery, impersonation, bribery, witness intimidation/tampering, or tampering with evidence) •All other misdemeanor convictions as an adult within the last three (3) years •Any conviction for a sex-related crime, including crimes involving a minor or individual with

a disability, including pornography •Any instance of required registration as a sex offender, regardless of conviction status •Any conviction for animal cruelty as defined by RCW 16.52.205 •Any conviction for a violation of a court No-Contact, Protection, or Harassment Order •Any candidate currently named as a Respondent in any No-Contact, Protection, or Harassment DV Order

Yes  No

- \* 9. This position needs to be available for ALL shifts (around the clock) and Monday through Sunday, including holidays. Are you available and willing to work in a 24-7 call center environment?

Yes  No

- \* 10. How many years of customer service do you have?

none but willing to learn  
 1-2 years  
 2-3 years  
 3 plus years

- \* 11. How many years of data entry do you have?

none but willing to learn  
 1-2 years  
 2-3 years  
 3 plus years

- \* 12. You will be handling highly confidential information that involves warrants for arrest, FBI information, criminal and felony details. Why would your experience make you qualified to do this job? Response should be half a page or less.

- \* Required Question