

# Compliance Specialist



## Position Description

**Status**

Regular Full-Time, Regular Part-Time,  
Nonexempt

**Compensation**

B22

**Bargaining Unit**

Non-Bargaining

**Reports to**

Administrative Supervisor

**Supervises**

none

**Position Category**

Specialist

**Summary**

This position coordinates and fulfills Freedom of Information Act (FOIA) requests made to the Sheriff's Office for video and audio recordings, coordinates and controls this information in the County system, and submits these requests to the Road Patrol Captain. Responsible for analyzing and redacting video and audio recordings from the Deputy Sheriff's body worn cameras and reviewing such recordings to ensure that sensitive footage of victims and innocent bystanders is removed.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Processes FOIA requests and conducts internal research to locate all electronic and paper records that relate to the particular request.
2. Accesses the body worn camera software to retrieve, redact, and provide future access to body worn camera video and audio.
3. Oversees the maintenance of body worn camera equipment and works with the body worn camera vendor on any replacements or updates needed.
4. Maintains the body worn camera software and makes all necessary updates to information within the system.
5. Assists with the logistics and planning of body worn camera training needed for Deputy Sheriff's.
6. Supports the quality assurance of body worn cameras and ensures they are being used consistently and properly.
7. Monitors body worn camera footage for any violations of policies, laws, and misconduct and reports this to the Road Patrol Captain.

8. Other duties as assigned.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in a professional office environment where a great deal of confidentiality is required. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer for extended periods of time, operate various other office machinery; and move or transport files or other items weighing up to 20 lbs. to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

## **Travel**

Travel is required to access County buildings and employees.

## **Required Education and Experience**

1. Associates Degree in Criminal Justice, Computer Science, Information Technology, Business Administration, or a closely related field.
2. Two (2) or more years of clerical and computer experience.

## **Preferred Education and Experience**

1. Two (2) or more years of prior law enforcement or investigative experience.

## Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_