

LEADS OPERATOR (Part-time)

JOB SUMMARY: The Butler County Sheriff's Office is currently accepting applications for LEADS Operator. The LEADS Operator provides 24/7 LEADS (Ohio state criminal justice information system) support for their assigned unit or division.

Job duties include but are not limited to:

- Maintain files and records consistent with established policy and procedure.
- Review incoming civil/warrant forms after entry into internal Records Management System.
- Verify and enter data into the LEADS computer system.
- Confirm warrants, civil papers, and missing property located by other law enforcement agencies.
- Answer telephones, take messages, and properly route information via telephone or radio.
- Respond to hit confirmations via telephone or radio and assist patrol with arrangements to meet with other law enforcement agencies to pick up subjects on warrants.
- May provide assistance to staff on specific projects.

JOB TYPE: Part-time

STARTING SALARY: \$16.00 hourly

HOURS: LEADS operator is a 24/7 position. Work hours and days will vary.

ADDITIONAL REQUIREMENTS: Must to a United States citizen. Must possess a valid driver's license issued by their state of residence. Must not have been convicted of a felony. Must not have been convicted of a misdemeanor involving moral character. Must not have been dishonorably discharged from any of the Armed Forces of the United States of America. High school diploma, GED or equivalent.