

CLASS TITLE: POLICE RECORDS SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under direction performs supervisory work in the storage and retrieval of police records and other related assigned duties.

ESSENTIAL TASKS:

- Supervises and coordinates the work of obtaining, storing, retrieving, and reporting of information related to criminal records and stolen merchandise
- Schedules and assigns work of subordinate personnel
- Reviews records for individuals
- Searches for missing files or warrants
- Establishes and monitors quality control standards to ensure TRACIS and JURIS system data integrity
- Monitors data input statistics to improve the quality of TRACIS/JURIS
- Makes additions to MKUSER access into TRACIS
- Balances and sums the daily cash receipts
- Counsels and makes disciplinary recommendations concerning subordinate personnel
- Handles the disposition of exceptional or difficult assignments
- Maintains necessary quantities of material and supplies for use in the Police Records Division
- Evaluates the effectiveness of present operations and makes recommendations for improvement
- Interviews and makes hiring recommendations concerning applicants
- Trains employees in the proper use of forms, data entry equipment, and public contact procedures
- Prepares correspondence and reports
- Maintains equipment and troubleshoots equipment malfunctions
- Writes, reviews and makes recommendations to policies and procedures
- Must report to work on a regular or timely basis

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

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and at least eight (8) years of relevant experience in the creation, storage, and retrieval of law enforcement information, or six (6) years of experience in office management including one (1) year experience in police records keeping; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one step increase upon completion of thirty (30) accredited college hours and six months employment in the position. Employee will be eligible for an additional one step increase upon completion of sixty (60) accredited college hours (or associates degree from accredited college) and one year of employment in the position.

Knowledge, Abilities and Skills: Knowledge of the procedures used in the storage and retrieval of confidential information is essential. Ability to assign, coordinate, supervise the work of several employees engaged in records keeping; ability to maintain complete and accurate records and reports; ability to understand and interpret laws and policies concerning police records; ability to train employees and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to hand write information and operate a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing up to 5 pounds; may be subject to extended periods of sitting, walking, standing; bending, kneeling, handling, feeling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

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WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires shift work and may be required to work overtime.

Class Code: 1163

EEO Code: E-01

Pay Code: EX-32

Group: Public Safety

Series: Public Safety Technical

Effective date: April 6, 2015