

**POLICE RECORDS SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**JOB OBJECTIVES**

To act as custodian of records and perform a variety of clerical duties in support of public safety activities including data entry for investigations, assist in the maintenance of Accreditation and Training files, provide information to citizens and the general public; to receive and direct telephone calls and visitors.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level management and supervisory law enforcement staff.

**ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Respond to requests and inquiries from the public; duplicate appropriate records for citizens and law enforcement personnel within established guidelines. As required, refer requests for information to higher level staff.
2. Enter, update and retrieve automated records of activity into the computer; maintain a variety of logs relating to public safety activities; compile statistics.
3. Maintain police case files and purge old records according to state laws and City policies; receive and process subpoenas for police records and tapes.
4. Maintain departmental records management system for reports, parking and traffic citations.
5. Monitor station security cameras, building alarms, and lobby doors.
6. Collect money and process all paperwork for related fees; prepare weekly deposits.
7. Write police reports such as, but not inclusive of, missing person, minor thefts and found property.
8. Answer multi-line telephone and route calls to appropriate personnel; provide information on department, City, outside services and policies and procedures as required.
9. Receive, sort and distribute incoming and outgoing mail and correspondence; copy and distribute as requested.
10. Operate a variety of office equipment including a typewriter, calculator, switchboard, copier, facsimile machine, adding machine, cash register or computer.
11. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods and techniques of compiling and formatting data and information specific to law enforcement.
- Principles and practices of filing, record keeping and data entry.
- Modern office procedures, methods and equipment handling, including computers and supporting database and word processing applications.
- Methods and techniques of proper phone etiquette.
- Methods and techniques of compiling and formatting data and information.
- Principles and practices of customer service.
- Principles and practices of filing and record keeping.
- Operations, services and activities of assigned division.
- English usage, spelling, grammar and punctuation.
- Pertinent Federal, State and local codes, laws and regulations.

### **Ability to:**

- Apply applicable laws and regulations pertaining to police records maintenance and dissemination.
- Type and/or enter data at a speed necessary for successful job performance.
- Accurately enter police reports and other information into the computer.
- Conduct research and computer inquiries utilizing appropriate databases.
- Prepare a variety of reports.
- Effectively respond to requests and inquiries from the general public.
- Operate office equipment including computers and supporting database and word processing applications.
- Maintain confidentiality of work performed.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

Completion of the twelfth grade or equivalent.

#### **Experience:**

Two years of increasingly responsible administrative support experience in a law enforcement setting is desirable.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Police department office; exposure to computer screens.

**Mobility:** Incumbents require sufficient mobility to perform moderate or light lifting; to walk, stand or sit for prolonged periods of time in an office setting and operate office equipment.

**Vision:** Vision sufficient to read small print, computer screens and other printed documents.