

POLICE RECORDS SUPERVISOR

Salary Range: NSP3 (Police Salary Schedule)

DEFINITION

To supervise coordinate, and oversee the operations of the records unit of the Police Department; perform complex and confidential technical and administrative tasks in the maintenance of police records; act as custodian of police records; and provide responsible technical and administrative support to the Manager of Police Records and Communications.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level position in the Police Clerk series and the incumbent is expected to independently perform the full range of assigned duties. This class is distinguished from the Senior Records Clerk by the former having responsibility for directly supervising assigned personnel.

SUPERVISION RECEIVED AND EXERCISED

The Police Records Supervisor reports to the Manager of Police Records and Communications or other management personnel, and directly supervises Police Clerks and/or other administrative and clerical personnel.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Assign, supervise, and review the work of assigned personnel including instruction and training; perform employee evaluations.
- Recommend and assist in the implementation of goals and objectives; develop and implement methods and procedures for effective records management including internal control systems, sealing and destruction of records; ensure compliance with local, state, and federal statutes.
- Participate in budget preparation; develop and oversee financial management processes for receipt of monies; maintain inventory of department office supplies and forms.
- Participate in the selection of staff; provide or coordinate staff training; prepare performance evaluations; work with employees to correct deficiencies; implement discipline procedures.
- Coordinate and cooperate with outside agencies, other law enforcement agencies, and organizations to provide information or assistance as needed.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Represent the City and the Police Department in a courteous, professional manner.
- Conduct special studies relating to the development and implementation of procedures and policies related to functions assigned.
- Research, compile and analyze data for special projects, collect and assemble data and background materials for a variety of reports.

EMPLOYMENT STANDARDS**Knowledge of:**

- Operations, services and activities of a Police Records Unit.
- Complex principles and practices of records management systems.
- Principles and practices of training, supervision, and performance evaluation.
- English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods and computer equipment.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of public sector finance, budgeting, and accounting, including basic budget preparation and monitoring, cash control and related accounting practices
- Prepare clear and concise reports, correspondence and other written materials
- Techniques for providing a high level of customer service
- Methods and techniques of supervision and training

Ability to:

- Plan, assign, supervise, and evaluate the work of assigned support personnel
- Perform a wide variety of administrative duties and record keeping; assemble and organize data and prepare reports
- Maintain confidential data and information
- Analyze situations correctly and adopt quick, effective and reasonable courses of action with regard to surrounding circumstances
- Select, train and instruct assigned personnel
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Understand and act in accordance with City and Police Department policies, procedures, and rules; interpret and apply policies, procedures, and rules to assigned personnel.
- Type at a speed necessary for successful job performance.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities and meet critical time deadlines
- Operate modern office equipment including computer equipment and specialized software applications programs
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the general public, and media representatives.

Minimum Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade, and five (5) years of increasingly responsible full-time experience as a Records Clerk with a law enforcement agency, including

two (2) years of lead or supervisory experience.

- A POST Basic Records Certificate is required within twelve (12) months of appointment.
- Completion of a POST Records Supervisor Course is required within twelve (12) months of appointment.

GENERAL QUALIFICATIONS

License Requirement

A valid California Class C driver license or higher with a satisfactory driving record is required at time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by- case basis.

Physical Requirements

Incumbents must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh no more than 20 pounds.

Working Conditions

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: April 2013

Revised: June 2019