

LEAD POLICE RECORDS SPECIALISTDEFINITION

Under general supervision, supervises in a lead capacity and performs a variety of difficult and responsible clerical duties of specialized nature in the central records section of the Police Department.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Provides lead supervision over an assigned shift of employees. Prepares work schedules in the absence of the shift supervisor. Monitors workflow. Analyzes and resolves problems arising from work in progress. Trains employees and writes clear and concise training evaluations. Maintains and updates all training material to conform to Department of Justice regulations and departmental policy. Processes, indexes, types, transcribes, maintains and retrieves a very high volume of police data, reports and records of crime, criminal investigation, arrests, accidents, complaints and incidents, etc. Records, tabulates and types departmental statistical data for internal as well as external reporting and distribution. Operates teletype equipment accessing county, state, interstate, and national law enforcement automated information systems. Maintains criminal citations and arrest warrants. Verifies status of warrants and returns recalled warrants to courts. Relieves shift supervisor of administrative detail. Serves general public and representatives of criminal justice and other government agencies in person, by teletype or by mail, by providing information in accordance with established departmental policies and applicable state and federal laws. Purges files, seals, obliterates, and destroys records in compliance with laws, regulations, court orders and established departmental procedures. Accepts fees and issues receipts. Types memos, reports and related documents from verbal instructions, rough handwritten marginal notes. May perform duties of the supervisor in a training or relief capacity. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

In addition to having skills at a full, advanced, journey level, incumbents in this class are expected to provide lead supervision. The duties of this class are distinguished from those of Senior Police Records Specialist by the daily coordination and lead supervision of other personnel, the greater independence within which an incumbent is expected to operate, and the greater complexity of assignments received requiring attention to detail, accuracy, consistency, and a high level of accountability and judgment.

MINIMUM BASIC QUALIFICATIONS

Education and experience equivalent to graduation from high school and permanent status as a Senior Police Records Specialist or any equivalent combination of education and experience which provides the desirable knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: modern office practices, procedures, systems, equipment, multiple computer file systems, word processing and data entry involved in classifying, indexing, processing, filing, retrieving a large volume of police records and reports; and the principles of supervision and training.

Ability to: type at a corrected speed of no less than 40 words per minute from clear copy; operate a computer terminal/teletype and microfilm printer-developer system; perform various tasks simultaneously in a busy office environment; analyze situations quickly and objectively and exercise independent judgment; deal with the public courteously and tactfully; comprehend current and new laws and procedures governing the release of confidential information; coordinate and train assigned personnel.

SPECIAL REQUIREMENTS

Must be willing to work weekends and holidays. Must be willing to rotate shifts every six months.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers understand the responsibilities and functions of the entire Records Department and be able to coordinate the activities of workers on their shift with those performed by workers on other shifts. These individuals enjoy interacting with the public and a large staff of employees. They can respond to the changing priorities of a large, busy department and, with little instruction, direct a team of employees in the completion of clerical tasks.

Class title established per Council Resolution No. 88-38,
effective 7-1-88

Prepared and approved through 1986-87 Clerical Study Process

Revised: 3/94

Reviewed: 01/06

ADA Approved: 01/06