

POLICE RECORDS SUPERVISORDEFINITION

Under general direction, directs, supervises and coordinates an assigned shift of clerical employees engaged in preparing, processing, maintaining and retrieving a high volume of police records data and reports. Performs other related duties as required.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Consults with Records Manager regarding overall operational policies, procedures and priorities of a highly specialized and confidential nature. Prepares work schedules and production standards. Assigns, supervises and coordinates the work of assigned personnel. Analyzes and resolves problems arising from work in progress. Adjusts work assignments, procedures and priorities to expedite workflow. Coordinates activities with line units served. Investigates and takes appropriate action on complaints regarding operation and personnel supervised. Participates in the selection of personnel. Trains and evaluates personnel assigned to shift. Motivates personnel to achieve work goals. Maintains discipline and resolves, or participates in the resolution of, employee grievances. Observes and strictly enforces security regulations and procedures pertaining to the processing and maintenance of highly confidential records and reports. Prepares training and procedure manuals. Prepares activity reports and special studies. Estimates inventory needs and requisitions supplies. Assists in the preparation of budget estimates and the control of expenditures. At times, must be able to perform all duties of subordinates due to staffing shortages. Prepares monthly statistical reports. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for the efficient and effective operation of an assigned shift of a centralized records section. Duties require the exercise of initiative and mature judgment in the application of office management techniques.

MINIMUM BASIC QUALIFICATIONS

Education and experience equivalent to graduation from high school and permanent status as a Lead Police Records Specialist, or permanent status as a Senior Police Records Specialist and have one year of supervisory experience; or any equivalent combination of training and experience which provides the desirable knowledge, skills, and abilities listed below.

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DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Modern office practices, procedures, systems, equipment and standard clerical techniques involved in classifying, indexing, processing, filing, retrieving and controlling a large volume of police records and reports; state and federal laws relating to dissemination of police records and reports; federal and local computer systems; basic principles and techniques of supervision; basic office management principles and practices.

Ability to: Plan, organize and supervise the work of a moderate to large-sized group of general and specialized clerical employees in a manner conducive to full performance and high morale; exercise initiative, judgment and resourcefulness in carrying out operations and meeting work problems; understand and follow complex oral and written instructions; interpret policy, procedures, and state and federal mandates; read, understand, categorize and disseminate technical computer manuals; self-train on numerous diverse computer systems; perform various complex tasks simultaneously.

CHARACTERISTICS OF SUCCESSFUL PERFORMER

Successful performers are highly detailed, well-organized self-starters who enjoy directing and supervising a large number of people responsible for different facets of complex records processing. These individuals easily coordinate a wide variety of tasks and levels of priority and are comfortable working in a fast-paced, team environment with strict deadlines. They are helpful and customer service-oriented, yet very aware of the importance of security and confidentiality.

Prepared and approved through 1986-87

Clerical Study Process

Former Class Title: Police Records Supervisor I

New Title Effective: 1-1-88

SACEA MOU 1987-89

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