



RECORDS SUPERVISOR

Salary Range: G/139

DEFINITION

To coordinate and supervise the activities for maintenance, processing and confidentiality of all police department records and files, and to provide assistance and information to department staff and the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant or Police Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Type, record and file a wide variety of police records, reports and materials, including bookings, warrants, citations and crime and traffic reports.
- Process and prepare a variety of permits, forms, dispositions and files, including concealed weapon permits, registrant files, criminal history files, extradition forms and pawn slips.
- Establish and maintain a variety of files and records, including criminal history and parking citations.
- Compile statistical data and prepare reports required by state and department mandates.
- Perform sealing and records destruction in accordance with state and department regulations.
- Operate standard office equipment, including a teletype and word processing machines to enter, modify and retrieve data such as records pertaining to stolen and recovered property, driver license and vehicle registration information, and warrants for wanted persons.
- Maintain and update the records department section of the department manual as policies and mandates change.
- Register and maintain records on sex/arson/narcotic offenders.
- Process receipts for monies received for photographs, verifications, fingerprints and photocopies; fingerprint various license and employment applicants.

- Sort, file, copy and distribute crime reports, traffic reports, citations, and other materials to appropriate personnel.
- Assist the public in person and by phone by retrieving information and files; mailing out requested reports to outside agencies in accordance with established state and local regulations; and provide general information regarding departmental policies, procedures and regulations; answering questions, giving directions, getting officer assistance, newt logs, general information.
- Monitor emergency services radios and disburse information to appropriate personnel or agencies.
- Assist in investigations by searching records and requesting information from other law enforcement agencies; assist other law enforcement agencies as requested.
- Supervise, train and evaluate assigned staff.
- Prepare all State, Federal and department statistics of records maintained on a monthly basis.
- Enter into computer all reports, citations, Field Interviews, stored vehicles not completed by officers.

PERIPHERAL DUTIES

- Assist State Parole Agent when officers unavailable.
- Sell dog licenses when Animal Control is unavailable.
- Get mail and sort when Secretary unavailable.
- Deliver and retrieve paperwork from court when CSO unavailable.
- Dispatch when Mono I unavailable.

QUALIFICATIONS

Knowledge of:

- State-mandated laws, rules and regulations governing the maintenance of police records.
- English usage, spelling, grammar and punctuation.
- Police procedures and terminology.
- Modern office practices, procedures, methods and equipment.
- Principles of supervision and training.
- Town of Mammoth Lakes policies and procedures.

Ability to:

- Perform record searches quickly and accurately.
- Deal well with the public under all circumstances.
- Work around armed police officers.
- Be exposed to graphic investigative material and investigations.
- Analyze situations and adopt effective courses of action.
- Plan, coordinate and review the work of assigned staff.
- Interpret and apply administrative and departmental policies, laws and regulations.
- Operate and use modern office equipment, including computer equipment.
- Learn standard broadcasting procedures of a police radio system.
- Compile and maintain complex and extensive records.
- Use research material to obtain information.
- Type at a speed necessary for adequate performance of assigned duties.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate assigned staff.
- Work various shifts as assigned.

Experience and Training:

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:

Equivalent to completion of the twelfth grade, supplemented by clerical training. A Bachelor's degree from an accredited college or university is desirable.

Experience:

Two years of increasingly responsible experience in office and records management, preferably in the field of law enforcement. Some supervisory experience is highly desirable.

Licenses:

Must have (or receive within state required time frame) a valid State of California Class C Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Police radio, personal computer including word processing and specialized software, phone, calculator, fax machine, copy machine, teletype and booking camera.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aides.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately noisy.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.