



Police Records Supervisor

Summary

Supervise the file maintenance system for all police records and related documents; supervise police record support staff and perform difficult or specialized police records office work in support of police operations.

Class Characteristics

General Direction is provided by the Police Chief; responsibilities include the direct supervision of support staff.

This is a first supervisory level in the police records and office support series, responsible for planning, organizing, supervising, and reviewing the work of a group of Police Records Assistants and performing difficult, complex, and/or specialized police records office support work.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Plan, organize, supervise, review, and evaluate the work of assigned staff on a day-to-day basis; train staff in work procedures and participate in the selection of staff; counsel employees regarding work performance and document disciplinary actions; assist in establishing goals and objectives for the Police Records Section.

Participate in the compilation of budget figures and in the administration of the annual budget for the section.

Research and assemble information from a variety of sources for the completion of forms or the preparation of reports; make arithmetic or statistical calculations; maintain and direct the maintenance of statistical records and prepare reports to state and federal agencies.

Provide information to the public or to City staff that may require the use of judgment and the interpretation of policies, rules, or procedures.

Organize and maintain various departmental files; monitor records security; proofread and check typed and other materials produced by assigned staff for accuracy, completeness, and compliance with departmental policies and regulations; enter and retrieve data and compile reports from an on-line or personal computer system; review computer-produced reports for accuracy and make corrections as required; operate standard office equipment; process or direct the processing of forms and records such as payroll records, purchase requisitions and orders and others related to the section.

Conduct briefings and provide daily instruction to staff.

Respond to and resolve citizen complaints related to the release of public records; review submitted reports and records and direct needed correspondence.

Testify as subpoenaed in court.

May provide work direction to light duty patrol staff.

Perform related duties as assigned.

Skills/Abilities:

Plan, assign, supervise, review, and evaluate the work of others.

Train others in work procedures.

Read and interpret rules, policies, and procedures.

Organize, research, and maintain office files.

Compose routine correspondence from brief instructions.

Use initiative and sound independent judgment within established guidelines.

Operate standard office equipment, including a word processor and centralized telephone equipment.

Type accurately at a rate of 40 net words per minute from printed copy.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices of supervision, including work planning, review and employee training and discipline.

Office management practices and procedures, including filing and the operation of standard office equipment.

Business arithmetic, including percentages and decimals.

Correct English usage, including spelling, grammar, and punctuation policies and procedures related to police records and processing and maintenance.

Basic business data processing principles and the use of word processing or personal computing equipment.

Recordkeeping principles and procedures.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Three years of responsible law enforcement office support experience.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Police

FLSA Status: Exempt