

CITY OF SALINAS

POLICE RECORDS COORDINATOR

BARGAINING UNIT/CLASS CODE:

AMPS / C19

DEFINITION

Under general direction, supervises a comprehensive records-keeping section and assigned clerical personnel in the Police Department.

DISTINGUISHING CHARACTERISTICS

This is a single position class reporting to the Commander of the Support Division of the Police Department. This position provides training and supervision to the Records Section staff and provides highly responsible administrative support to the Support Services Division Commander.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Division Commander. Exercises direct supervision over the Supervising Police Clerks, and indirect supervision over the Records Section Police Clerks and assigned temporary staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Plans, assigns, reviews and evaluates work of assigned staff on all shifts. Plans, conducts and directs in-service training; handles grievances and initiates disciplinary action. Ensures proper indexing, filing, and managing of arrest and fingerprint records, warrants, police reports, and related documents in accordance with departmental standards and legal requirements. Verifies that new information is properly processed and continually updated to existing records. Prepares and maintains a Records Section Procedures Manual, with the assistance of Supervising Police Clerks, to orient and train all Division personnel and others as assigned or appropriate. Plans, coordinates and assists in all phases of the hiring and background review processes for Section employees as directed. In coordination with Supervising Police Clerks, studies and makes recommendations to resolve personnel issues and problems within each of the Section's work shifts relating to scheduling, assignments, seniority, interpersonal skills, punctuality, productivity, and time off. Answers questions and inquiries from outside law enforcement and related agency representatives as appropriate; oversees transmission of records to other agencies; and works with other governmental agencies in the implementation of new, modified, or automated systems/procedures. Designs forms and procedures for modifying and improving records systems; oversees the care and maintenance of Section machines and equipment; and authorizes the purchase of regular office supplies as directed. Plans and coordinates the implementation of new informational or data systems, as needed. Develops, prepares and writes special studies and reports as needed by the Records Section. Ensures that court reports and other documents are properly assembled, prepared and transmitted for the Department and other users. Oversees the Section's revenue intake processes from the issuance of police reports, permits and related financial transactions. Assists in the preparation and monitoring of the Section's budget. Performs other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the office work environment; physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
POLICE RECORDS COORDINATOR (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Organization, policies, procedures and operating details of criminal justice administration related to municipal police departments. Principles, codes, regulations and laws governing police records management and criminal justice system statistical reporting. Principles, methods and practices of municipal recordkeeping, budget analysis and personnel management, including employee training, supervision, evaluation, and discipline. Principles of office organization and management with an emphasis on facilities that operate on a 24-hour daily staffing schedule. Modern office procedures, techniques and equipment, including automated information systems. Research techniques, sources and availability of information. Methods of report writing and presentation. Legal requirements as related to Custodian of Records. Basic mathematical, statistical and research methods.

Ability to:

Understand the organization and operation of the City and its Police Department, in relation to outside agencies. Plan, implement, and oversee the work of all shifts of Police Records Section staff. Design, implement, evaluate and revise police recordkeeping and information systems. Plan, develop and implement in-service training in police recordkeeping or information systems management; and oversee outside training programs for assigned staff. Communicate clearly and concisely, verbally and in writing; present ideas and recommendations accurately and effectively.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the 12th grade, and thirty (30) college semester units of related coursework; plus four (4) years of increasingly responsible clerical experience, including employee training and supervision in a law enforcement work environment.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 10-92, REV: 2-94; REV: 10-05