

CITY OF SALINAS

POLICE RECORDS COORDINATOR

BARGAINING UNIT/CLASS CODE:

AMPS / C19

DEFINITION

Under general direction, manages a comprehensive Records Unit and assigned non-sworn records personnel in the Police Department.

DISTINGUISHING CHARACTERISTICS

This is a single position class reporting to the Police Services Administrator of the Police Department. This position serves as Custodian of Records for the Police Department, provides training and supervision to the Records Unit staff and provides highly responsible administrative support to the Police Services Administrator.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Police Services Administrator. Exercises direct supervision over the Supervising Police Services Technicians, and indirect supervision over the Records Unit Police Services Technicians 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, 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 Unit Procedures Manual, with the assistance of Supervising Police Services Technicians, to orient and train all Unit personnel and others as assigned or appropriate. Plans, coordinates and assists in all phases of the hiring and background review processes for Unit employees as directed. In coordination with Supervising Police Services Technicians, studies and makes recommendations to resolve personnel issues and problems within each of the unit'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 unit 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 Unit. Ensures that court reports and other documents are properly assembled, prepared and distributed for the Department and other users. Oversees the Unit's revenue intake processes from the release of police reports, and related documents. Assists in the preparation and monitoring of the Unit'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 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. Supervise, train and evaluate assigned staff. Design, implement, evaluate and revise police information and records management systems. Plan, develop and implement in-service training in police 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. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills, and abilities required to perform the duties would be any combination equivalent to a bachelor's degree from an accredited college or university in business administration, public administration, criminal justice or a closely related field and three years of increasingly responsible police records experience in a law enforcement agency with a computerized records management system, including two years of responsible supervisory experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

**ORIG: 10-92, REV: 2-94;
REV: 10-05; REV: 12-15**