



Job Description: RECORDS SPECIALIST
Department: Police Department

Employment Status: Full-Time
Reports To: Support Services Lieutenant

FLSA Status: Non-Exempt
Approved: 10/18/2021

GENERAL STATEMENT OF DUTIES:

Performs a variety of clerical, computer and typing tasks; does related work as required.

DISTINGUISHING FEATURES OF THE POSITION:

This is a responsible clerical position requiring general clerical and office skills. The work is complex and varied, and requires a qualified typist. The records specialist must exercise judgment in the application of prescribed procedures and methods used in moderately complex matters. Depending upon the nature of the assignment, the work may be done under general supervision or may require independent judgment and action. This is a civilian position which is under the immediate supervision of the Support Services Lieutenant. This position is in the non-competitive classified Civil Service.

EXAMPLES OF WORK: (Illustrative Only)

- Operates and maintains a computer, digital scanner, typewriter, facsimile, copier, calculator, adding machine or other office equipment in the performance of work;
- Cross-indexes and files documents and correspondence alphabetically, numerically, or by other predetermined classification;
- Searches and locates file material by name, date or location;
- Acts as desk clerk and answers inquiries according to established departmental policy;
- Answers telephone and gives general information in response to public or official queries;
- Proofreads official reports and printed materials and makes recommendations and corrections, as necessary;
- Assembles a variety of data from office records for incorporation into various reports;
- Keeps records of hours of work, equipment and materials used on various departmental projects;
- Orders and maintains office supplies;
- Compiles monthly and yearly records of departmental activities;
- Processes "Special Requests" by citizens to comply with Freedom of Information Act;
- Maintains reservations for meeting rooms;
- Organizes department functions for special occasions;
- Maintains petty cash/sales drawer and provides reports to Finance Department;
- Processes arrests;
- Processes and maintains fingerprinting systems;
- Maintains records retention schedule; schedules storage, microfilm and destruction of records and works with vendors related to the operation of these projects;

- Regular and predictable on-site attendant required.

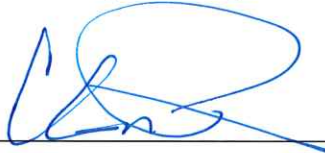
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Requirements include knowledge of office terminology, procedures, equipment, business arithmetic and English; some knowledge of elementary bookkeeping, ability to work with computers and skill in typing, data entry and word processing. Also included is the ability to understand and follow complex oral and written directions; ability to maintain complex clerical records and prepare reports from such records; ability to make minor decisions in accordance with laws, ordinances, regulations and established policies. Abilities also needed are making relatively complex mathematical computations rapidly and accurately, typing from a clear copy or rough draft at an average rate of speed with spelling and grammar accuracy. Clerical aptitude, the ability to handle confidential police reports, accuracy in work, good judgment, tact and courtesy are essential, along with the ability to deal effectively with the general public and city staff.

ACCEPTABLE EXPERIENCE AND TRAINING:

Graduation from high school or its equivalent required, with business school training highly desirable; experience in computer data entry and use of business machines; or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

Job Description Approved by: _____



Date: _____

10/19/2021