Date Adopted: 6/13/06

CITY OF GLENDORA POLICE RECORDS SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, supervises and participates in the preparation, processing, and management of police records; prepares reports; performs related duties as required.

CLASS CHARACTERISTICS

The Records Supervisor reports to a Police Captain, and is a non-sworn class responsible for the supervision of Police Records Specialists and Police Cadets and performing staff work as assigned.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

- 1. Directs police records preparation, processing, and files management activities; maintains security of police records, ensuring that information is released in accordance with related laws and department policies. (a b c e f q i i k l)
- 2. Compiles statistical data, or directs such activity, and prepares reports; ensures the accuracy and integrity of reports generated by the department including document management to ensure compliance with legal requirements and records management policies and procedures; conducts records audits; performs other administrative tasks as assigned. (a b c f g h i k l)
- 3. Participates in the development and conduct of training for records and clerical personnel to maintain the quality of data recorded in the Police Department records system. (a c e f q j k l)
- 4. Responds to inquiries and resolves complaints; provides information to the public in accordance with established laws, codes, regulations, and policies; responds to requests for background checks, subpoenas, discovery requests and records sealing. (a d c f g h j k l)
- 5. Participates in the development of records-related policies and procedures; interprets rules and regulations regarding dissemination and disposition of department records; ensures adequate inventory of supplies and equipment for records functions; requests equipment maintenance/repair as necessary. (a b c f g h j k l)

- 6. Receives and processes information on drug and sex registrants; ensures forms are filled out correctly and that fingerprints and photos are on file. (a d j k)
- 7. Assists in preparing and administering division budget. (a b d g h j k)
- 8. Supervises assigned staff; writes performance evaluations; prepares work schedules for records clerical staff and Police Cadets and approves time off; assists with the selection of staff; recommends disciplinary action. (a c e g)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare reports.
- c. Effectively manage police records system.
- d. Meet the public in situations requiring diplomacy and tact.
- e. Select, train, supervise and evaluate employees.
- f. Deal constructively with conflict and develop effective resolutions.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.
- i. Respond to emergency and problem situations in an effective manner.
- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles and practices.
- I. Develop and implement record management inventory control system.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

An Associate's degree with major work in business administration, public administration or a closely related field or completion or a minimum of 60

semester units from an accredited California State college or equivalent, plus three years of recent, increasingly responsible administrative or supervisory experience in records management, data processing or clerical administration.

Knowledge and Skill Levels

Considerable knowledge of the principles and practices of public administration; records management; computerized systems used in municipal law enforcement agencies; laws, codes, regulations, and policies relating to the control of police records; general office procedures; methods and techniques of supervision; ability to maintain all records in compliance with state and federal guidelines.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

<u>Environment:</u> Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

<u>Physical:</u> Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by Johnson & Associates LLC June, 2006