



POLICE RECORDS SPECIALIST

CREATED: 04/17/07
UPDATED: 11/06/18
CLASS CODE: RANGE 18

DEPARTMENT: POLICE
FLSA: NON-EXEMPT

DEFINITION

This position processes and maintains criminal records information including civil case subpoenas. Receives processes and distributes information to various agencies, organizations and the public. This is also records-keeping, public contact and office/clerical work for the Police Department.

ESSENTIAL FUNCTIONS

An employee of this class is responsible for responding to requests from the public and law enforcement/criminal justice community by determining the requestor's right to information, accessing one or more databases, interpreting responses, pulling files, determining the status of the case, redacting information, processing information, copying files, collecting fees and logging requests, processing information in accordance with laws, within time constraints, and ensuring correct processing to avoid civil and criminal liability to the department and City.

Maintains information on local wanted/missing persons and property in local, state and federal databases through entry, cancellation, modification, deletion, verification and confirmation of information, acquiring biennial national certification, meeting time constraints, and ensuring complete and accurate processing to satisfy biennial audit requirements from the Arizona Department of Public Safety and Federal Bureau of Investigation.

Processes paperwork completed by police officers and detectives by reviewing for correct classification as established by federal guidelines, copying and distributing to internal investigative units, prosecuting agencies, and other agencies, determining case status according to local, state and federal guidelines for disposal of property and evidence, and distributing U.S. mail and all interdepartmental communications within the department.

Indexes information from police reports into an automated system by ensuring completeness and accuracy of the information, comparing new entries with existing records, conducting research as necessary and consolidating files.

Performs related duties by processing subpoenas, testifying in court, performing quality control on collision reports to ensure compliance with guidelines, and assisting in the training and cross-training of personnel, orienting new employees, police officers and citizens, and providing guidance to other employees.

Under general supervision, performs a variety of technical and clerical office support work in entering, retrieving and verifying police records information and responding to request for information from law enforcement officers, agents of the court and the public.

Operates Computer Aided Dispatch system; codes and inputs a variety of case and offense records into a computer based records system or the NCIS terminal to maintain an accurate and current data base of criminal activities. Reviews and approves police reports through ILEADS. Compiles records, reports and correspondence to facilitate maintaining accurate, complete and current case files.

Runs records checks of arrest, conviction and traffic violation history in response to authorized requests; runs periodic reports of criminal activities by type of crime, officer assigned, or other category.

Makes copies of a variety of reports for law enforcement officers, agents of the court and other authorized persons requesting copies.

SUPERVISION RECEIVED AND EXERCISED

Executive direction is provided by the Department Head or Supervisor. The Records Specialist has no supervisory responsibilities.

EXAMPLES OF DUTIES (Illustrative Only)

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics.)

- Receives and properly organizes reports from other agencies as well as those reports from police officers.
- Furnishes accident and other police reports to authorized persons.
- Completes a variety of complaint and report forms for police officers, detectives, and staff personnel, and performs other clerical duties.
- Receives and processes inquiries from the public and other agencies.
- Formulates and completes Uniform Crime Reports as required.
- Operate provided office equipment and technology.
- The Records Specialist is responsible for manual and automated records and information processing systems.
- Performs related work as required, and/or other duties as assigned or required.

DESIRABLE EXPERIENCE AND TRAINING

- Knowledge of Police and Criminal History records security and requirements.
- Knowledge of current office methods, procedures and practices.
- Ability to do office work of moderate difficulty including typing and filing.
- Working knowledge of business English, spelling and arithmetic.
- Ability to establish and maintain effective relationships with fellow employees and the public.
- Ability to follow oral and written instructions and to work independently of direct supervision.
- Experience in general office work, including public contact and communication.
- Satisfactory completion of high school or equivalent courses in typing, business English and arithmetic.
- Or any equivalent combination of experience and training which provides the desired knowledge, skills and abilities.
- Bilingual (Spanish/English) highly desirable.

SKILLS / REQUIREMENTS

- Education & Experience – Graduation from high school or GED equivalent and three (3) years full time as a Police Records Specialist or in related field. Must type a minimum of 35 wpm NET.
- Special Requirements: Successful completion of Police Department background investigation (optional polygraph examination may be considered).

Physical Demands and Working Conditions:

Work is performed in normal office setting. Noise level is generally moderate (primarily from office activity). Tasks require the ability to exert light physical effort in sedentary to light work but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Selection Guidelines: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

- Equivalent combinations of education and experience that will allow the applicant to satisfactorily perform the duties of the job may be considered.
- Will be required to pass a pre-employment drug test. In addition, will be required to pass fingerprint/background check.
- Must have no felony convictions.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the City and the requirements of the job change.