



7/30/02

CITY OF NORMANDY PARK

JOB DESCRIPTION

TITLE: Police Records Specialist I
DEPARTMENT: Police
REPORTS TO: Director of Public Safety
EMPLOYMENT STATUS: Regular, full-time, Non-exempt

SUMMARY

Process reports and records of law enforcement activities. Coordinate court information related to police cases. Provide clerical support to the police department and backup support to other City Departments. Supervise the Police Records Specialist II. Occasionally supervise community service, volunteer, or temporary office workers. The Police Records Specialist I is classified as a Fair Labor Standards Act (FLSA) Non-exempt position. The Police Records Specialist I is governed by the Normandy Park Civil Service Commission.

ESSENTIAL FUNCTIONS

- Operate a computer terminal and typewriter.
- Receive and respond to public inquiries on the telephone, in writing or in person.
- Proofread documents.
- Sort and arrange files.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Operate multi-line phone system.

SCOPE OF RESPONSIBILITY

Individual who is assigned to this classification directs customer inquiries to appropriate individuals. Individual is expected to possess excellent customer service skills and maintain composure in difficult situations. Individual works with extremely confidential material and must effectively maintain close-working relationships required with county, state, federal and other municipal enforcement agencies and the public, as well as other departments within the City.

TYPICAL DUTIES

- Process police reports. May involve typing reports, charge sheets, court paperwork, or fingerprint cards; setting up and maintaining Normandy Park identification files

entering computer information, and/or filing cases, personal history cards or Normandy Park identification files.

- Supervise assigned employees. Train, motivate and evaluate staff. Review progress and direct changes to the Assistant Chief of Police.
- Serve as the Terminal Agency Coordinator for Washington State computer system.
- Reconcile dispatch logs with cases taken. Ensures that all incidents are entered into the computer. Maintain log of cases by type of crime.
- Arrange court arraignments for those in custody. Ensure that officers have cases and subpoenas for court and that the City Attorney is copied on all court cases. Process warrants issued by the court. Record case dispositions following court.
- Provide in-person and high volume telephone reception for police department and city hall when regular staff is unavailable.
- Prepare monthly reports of statistics covering such items as types of crimes, value of losses, personal data on arrestees, officer hours, vehicle mileage and maintenance, fire/medic response, etc. Validate past entries into computerized crime reporting system.
- Prepare and forward crime prevention form letters such as alarm notice and house check letters. Arrange for house/business checks and extra patrols when necessary.
- Process applications and take fingerprints for concealed weapons permits. Issue permits upon state acceptance. Take fingerprints of those needing them for licenses, citizenship, etc.
- Proofread documents for completeness and accuracy.
- Perform other special projects and duties as required.

QUALIFICATIONS

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.

- Associate in arts degree with major course work in office occupations or criminal justice desirable. At least four years employment in progressively responsible clerical or secretarial position preferred, with at least two years of which have preferably been in the law enforcement field. OR
- Combination of equivalent education and experience may be substituted.
- Level II Access Certification preferred or must have the ability to obtain Certification through the Washington State Patrol within the first six- (6) months of employment.

ADDITIONAL REQUIREMENTS

- Experience serving as coordinator for Washington State computer system is preferred.
- Requires familiarity with and ability to apply records dissemination laws.
- Requires the ability to work under pressure in emergency situations.

SPECIAL REQUIREMENTS

- Employment is conditional upon the completion of a background investigation, which could include, yet not inclusive, criminal history and driving record.
- Requires valid Washington State Driver’s License and a driving record free of significant violations.
- Must possess, or have the ability to obtain, a valid first aid card.

The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Department Manager Review: _____ Date: _____

Position Authorized: _____ Approved: _____

Job Description Approved by City Council: 9/13/94; Amended: 12/14/96

May 31, 2001