



Class Code: 328.2
WP Code: Police Rec Sup
Established: 6/27/91
Revised: 12/09/05, 02/27/14
EEO Code: AS

CLASS SPECIFICATION

City of Newark, California

POLICE RECORDS SUPERVISOR

DEFINITION – Under direction from a Police Sergeant to organize, assign, and lead the work of assigned records division personnel and to perform and participate in the performance of the more difficult and complex records processing and maintenance tasks related to public safety records.

DISTINGUISHING CHARACTERISTICS – This is the advanced journey level class in the Public Safety Clerk series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, amount of time spent performing the duties and nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing lead supervision to lower level records division staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

EXAMPLES OF ESSENTIAL DUTIES- Duties may include, but are not limited to, the following:

Organize, schedule, assign, lead, and review the work of assigned records division personnel and volunteers.

Exercise direct supervision over assigned records division staff; lead staff and perform the most difficult and complex work in records division activities, including handling difficult problems/determining appropriate course of action; provide or coordinate staff training; conduct performance evaluations; work with employees to correct deficiencies.

Coordinate and administer activities related to various records systems and projects; coordinate with other departments, division, and agencies related to the work assigned; maintain work-related records; compile, audit, and report statistical information; process criminal and traffic warrants; and monitor release of police and accident reports.

Implement and interpret operating procedures and submit recommendations for change; provide recommendations for assigned division-related budget planning.

Respond as appropriate to comments and concerns expressed by the public regarding the release, maintenance, and processing of public safety records.

Use a personal computer to enter and retrieve information related to work assignments and record-keeping.

Police Records Supervisor

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public safety records maintenance and office management.

Pertinent local, State and Federal laws, ordinances and rules, public records acts, and penal code sections.

Principles and practices of planning and reviewing the work of others, and training and related record-keeping.

Modern office procedures and computer equipment, including various filing and recordkeeping systems, personnel scheduling, and operation of automated information and communication systems.

Standard business arithmetic, including percentages and decimals.

Correct English usage, including spelling, grammar and punctuation.

Ability to:

Perform advanced journey level public safety records processing and maintenance work.

Plan, assign and review the work of assigned staff.

Supervise, train, and evaluate assigned staff.

Organize, prioritize and coordinate work activities of the Records Division.

Read and interpret rules, policies, procedures, and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Use initiative and sound judgment within established guidelines.

Sit for prolonged periods of time, bend, stoop, speak and hear; use of hands and arms to operate a computer keyboard, grasp objects, and to reach; occasionally lift and/or move up to 25 pounds.

Keep records and make reports; use a personal computer to enter and retrieve data; operate teletype machines, FAX machines, typewriters, copy machines, and telephone console.

Type accurately at a rate of 45 net words per minute.

Experience and Training: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible clerical experience, including one year in a law enforcement agency.

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Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Possession of a Class C California driver's license and satisfactory driving record.

Probationary Period: 6 Months

FLSA: Nonexempt