

Police Records Specialist

DEFINITION

Under the general direction of higher level staff, coordinates, oversees, evaluates and performs records management activities in support of the Police Department; collects, tracks, analyzes and distributes crime analysis information; performs all other related duties as assigned.

CLASS CHARACTERISTICS

This class is distinguished by its responsibilities for coordinating, overseeing and performing duties related to the Police Department's day-to-day records management functions, including records maintenance, storage, destruction, and release. This classification also performs assigned crime tracking and analytical activities. Duties are performed under the supervision and direction of higher level staff, but performance of duties requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF DUTIES – duties may include, but are not limited to the following:

- Oversees, coordinates, and implements police record management policies, procedures, and systems, including storage and destruction of records; and ensuring accurate maintenance, security, and release of a variety of sensitive and confidential information.
- Responds to a wide variety of requests from departmental personnel, other agencies and the general public for information, records, and reports; provides transcripts and/or tapes of recordings for court cases as requested; testifies in court or other legal hearings regarding police records as required.
- Ensures current Federal, State, and local guidelines are followed regarding the release, retention and destruction of applicable records.
- Performs record auditing, including ensuring accurate and timely preparation, reconciling data entry errors and anomalies and advising end users and data entry staff on procedural or content problems.
- Trains staff in the operation of records management systems and databases, including records scanning, retention, retrieval, duplication, destruction.
- Prepares documents for optical imaging; reviews scanned images for accuracy and clarity to avoid duplication of information; determines proper classification and storage of records.
- Collects, tracks, and analyzes a variety of economic, geographical or social information in crime analysis activities; utilizes sources from various calls for service, census, demographic, GIS systems and other related data.

- Performs a variety of statistical analysis, including developing and preparing charts, graphs, maps, reports and related materials in order to track and present findings related to criminal activity.
- Assists in reviewing and processing department financial transactions, including payroll and accounts payable functions.
- Assists in grant management activities, including tracking grant expenditures, monitoring grant budgets, and preparing grant status reports as required by funding agencies. May assist in writing grants or preparing documentation necessary for grant submittal.
- Prepares a wide variety of weekly, monthly and annual reports for internal review and/or forwarding to local, state and/or federal agencies; develops and maintains electronic databases and other means of data storage used for the production of statistical and narrative reports.
- Uses computer databases, electronic spreadsheets, geographical information systems, desktop publishing, word processing, and statistical applications to analyze, interpret and present data using quantitative and qualitative methodology.
- Attends meetings, conferences, workshops, and training sessions and reviews written, video, and audio materials to become and remain current on principles, practices, and new developments in assigned work areas.
- May perform a variety of administrative, technical, and non-technical support duties for department services and programs, including providing information regarding related policies and procedures; telephone and counter reception; taking preliminary crime reports; word processing, data entry, report preparation and generation; and coordination of programs, projects, or services with other City departments or outside agencies, as assigned.
- Performs all other related duties as assigned.

REQUIREMENTS

Knowledge of: Applicable federal, state, and local codes, laws, and regulations, including the California Public Records Act; principles and practices of manual and automated records management systems; equipment, tools and materials used in modern, automated records storage, retrieval and processing; principles, practices, methodologies and techniques of crime analysis, crime prevention and law enforcement; principles and practices of program development and implementation; methods and techniques of statistical research and analysis; modern office procedures, methods and equipment including computers; advanced uses of spreadsheet, word processing, graphics, databases, GIS and other software applications to create documents and materials requiring the interpretation and manipulation of data; basic practices and procedures of government accounting ; correct English usage, including spelling, grammar, punctuation and composition; principles and techniques of report writing, including both statistical and narrative reports; English usage, grammar, spelling, vocabulary, and punctuation;

techniques for dealing effectively with those contacted in the course of work, both in person and on the telephone.

Ability to: Research, read, understand, interpret and apply a wide variety of written materials, including legal code sections, technical guidelines and other procedures; develop and maintain complex records management systems in accordance with legal requirements; operate computer systems and applications in relation to work functions; analyze numerical and statistical data; develop, prepare, and generate necessary reports; maintain appropriate confidentiality; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

OTHER REQUIREMENTS

- Must possess a valid California Driver's License.
- Must complete a P.O.S.T Records Management course within one (1) year of employment.
- Must be willing to work nights, days off and overtime as necessary.
- Must be willing to willing to travel for trainings and/or other meetings as required.
- Must maintain absolute confidentiality in regard to certain information received and handled in the course of work.

PHYSICAL REQUIREMENTS

Work is generally performed in an office environment. Must be able to perform the physical aspects of the job, including sitting for periods of time; operate standard office equipment, including a computer; hearing and speech to communicate in person and over the telephone; lift, push, pull, and carry up to 25 lbs.; interact with a diverse range of people, which may sometimes include emergency or stressful situations.

EXPERIENCE AND TRAINING

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

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business, public administration, mathematics/statistics or a related field. At least two (2) years of increasingly responsible experience in records management systems and a demonstrated intermediate to advanced statistical research and analytical ability. Some experience in a law enforcement environment is desirable.