



CITY OF ALBANY POLICE RECORDS SPECIALIST

Under general supervision, performs specialized administrative, clerical, and customer service duties in support of the Police Department, including the receipt, maintenance, filing and dissemination of police records, case files, and related information; maintains complex internal automated record systems and accesses and updates City, state and federal criminal history data systems and reporting systems; assists police officers by supplying information or directing requests; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Sergeant. Exercises functional direction to staff.

Class Characteristics

This is a non-sworn class which performs duties directly related to police records functions including data entry and retrieval, preparation of cases for court, warrant processing, and preparation of various statistical reports needed at the City, State and Federal levels. This classification requires knowledge of statutes governing confidentiality and liability and specialized coding involved with police records. Incumbents with well-developed skills are expected to learn and apply technical and specialized rules, regulations, policies, procedures, and activities related to the police records management and court liaison functions and to apply them independently. This class is distinguished from the Police Records Assistant in that incumbents troubleshoot problems and perform the more complex duties involved in record data management as well as providing training, guidance, and oversight to staff as assigned.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Maintains accurate departmental and law enforcement records and files; researches and compiles information from such files.
- Monitors automated storage system for incoming documents and processes according to priority; proofreads documents for accuracy and completeness, corrects as needed.
- Enters a variety of statistical data and reporting information from several different types of documents with a high degree of accuracy into the automated Records Information Management System (RIMS).
- Codes crime reports using national Uniform Crime Reporting (UCR) standards.
- Consults legal and governmental resource materials to ensure reports are coded accurately, as necessary.
- Performs complex quality control by verifying and reviewing forms and reports for completeness and conformance with established regulations and procedures; applies departmental and unit policies and procedures in determining completeness of records and files.
- Scans hard copy documents into automated RIMS; indexes various fields and routes for electronic distribution to appropriate officer.
- Maintains databases and provides information for statistical reports on criminal activity, crime analysis, tracking offenders, management of records, tracking officer activity, and special requests as required.
- Accesses federal, state, and local law enforcement information databases to obtain and enter information needed to produce accurate reports.

- Prepares and processes a variety of reports and records such as the Monthly Arrest and Citation Register (MACR) and the Uniform Crime Report (UCR); follows established procedures to distribute to the proper individual or agency, District Attorney, City Attorney, Probation Department, or court; files reports and maintains automated or manual logs of departmental actions.
- Performs troubleshooting activities as RIMS database specialist in order to produce reports for MACR and UCR as required.
- Originates, formats, proofreads, and distributes logs, forms, and business communication such as memoranda and form letters.
- Provides training and technical assistance to police officers and other employees assigned to the records function in the use of reporting systems.
- Completes, in a timely manner, duties related to the administrative functions of the Police Department, including a variety of office support, training others in the policies, procedures, and processes needed to produce completed reports, confirming information provided, maintaining status and disposition of records, and notifying appropriate agencies as required.
- Performs related duties as assigned.

Knowledge of:

- Functions, principles, and practices of law enforcement agencies.
- Business writing and standard formats for correspondence and reports.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to modern police recordkeeping procedures including police terminology and law enforcement codes.
- Techniques, methods, and processes of police record management and retrieval.
- Rules and regulations pertaining to records release.
- Business arithmetic and basic statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with those contacted in the course of work.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Participate in police records maintenance activities and related projects.
- Exercise independent judgement in analyzing situations and applying effective courses of action.
- Accurately enter data into a computer system and prepare high quality written materials with sufficient speed and accuracy to perform the work.
- Learn, interpret, apply, and explain applicable federal, state, and local codes, regulations, policies, technical processes, and procedures, including police terminology and law enforcement codes.
- Compile and summarize information to prepare clear and accurate reports in a timely manner.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of tasks in an effective manner to meet critical timelines.
- Demonstrate strong writing skills and capacity to collaborate with others to craft accurate reports
- Make accurate arithmetic and statistical calculations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

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 the completion of the twelfth grade, and three years experience in records maintenance and processing using database software within a police department. Completion of related college level coursework in criminal justice and prior police related work experience are desirable.

Licenses and Certifications

Valid California Driver's License.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 30 pounds with the use of proper equipment.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The principal duties of this class are performed in a police station environment with possible exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

Special Requirements:

Positions in this classification may be required to work evenings, nights, weekends, and holidays, and work overtime. Background Investigation and/or Drug Screen may be required.