

CITY OF REDWOOD CITY RECORDS SUPERVISOR

DEFINITION

To plan, organize, direct and review the activities of the Records Section of the Police Department. To provide administrative and technical staff assistance to the Division Commander. To represent the department and interface with internal and external customers of all job levels.

SUPERVISION EXERCISED AND RECEIVED

Direction is provided by a Police Captain. Indirect supervision is provided by the Police Chief.

Responsibilities include direct and indirect supervision of clerical personnel assigned to the Records function in the Police Department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Plan, organize, assign, and direct the work of clerical personnel in the performance of major police support functions in the Records Section to meet unit deadlines and needs.

Direct maintenance of departmental record-keeping system in accordance with legal requirements, City and departmental policies and standards.

Develop, implement and modify clerical and informational systems and procedures to improve operations and comply with changes in policy or new legislation.

Apply laws, court decisions, rules and regulations on the use and confidentiality of police records; implement training and procedures to ensure compliance; and approve release or inspection of police reports.

Perform the most difficult tasks related to police records.

Research, collect data, and prepare a variety of comprehensive statistical and written reports as required.

Assist in preparation of the department budget.

Supervise the processing and maintenance of a variety of police reports and records.

Monitor and ensure proper working conditions for all automated systems and programs for maximum efficiency and use.

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Monitor departmental cash handling procedures.

Supervise inventory control and accountability for records.

Serve as departmental Custodian of Records and appear in court as necessary.

Supervise, train, evaluate, and schedule the work of employees.

Resolve operational conflict between personnel and service recipients at the field level.

Attend meetings and represent the department as a liaison as required by the Division Commander.

Work with local, state, and federal agencies in criminal justice matters.

Work with other department personnel and the public in the areas of assigned functional responsibilities.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, codes, regulations, and laws governing records maintenance, management and destruction in a police department.

Operational and procedural methods used in public safety records maintenance systems.

Computer-based records systems and associated equipment.

Methods and techniques of supervision and training.

Principles of office management, supervision, training, and evaluation.

Criminal justice system and processes.

Skill in:

Interpreting oral and written materials, including reading and listening to abstract or directive instructions, and applying that information correctly to practical circumstances.

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Planning, coordinating, and directing work and activities of subordinate personnel.

Training and evaluating subordinate staff.

Coordinating and carrying out several assignments simultaneously.

Gathering, compiling, and analyzing data.

Working both independently and as part of a team.

Analyzing systems and implementing new methods and procedures.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Use independent reasoning to solve problems of moderate complexity.

Exercise judgment and make decisions.

Effectively relate to the public and colleagues under stressful conditions.

Plan and organize work of a police records and clerical support operation.

Read and interpret laws, rules and regulations relating to records management.

Work cooperatively with other departments, outside agencies and the public.

Supervise, train and evaluate subordinates.

Work in a multi-task environment.

Compile and maintain complex and extensive records and prepare reports.

Meet appropriate physical demands necessary for adequate job performance.

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EXPERIENCE AND EDUCATION

Any combination equivalent to experience and experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of technical experience in police records work, with significant experience in a supervisory capacity.

Education:

Equivalent to completion of the twelfth grade, supplemented by specialized college level courses in records management or criminal justice.

LICENSE AND CERTIFICATE

Possession of a valid California Driver's License.

SPECIAL REQUIREMENTS

Successful completion of an extensive background investigation is required prior to appointment.

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to sit for long periods of time; some availability for shift work.