

CITY OF CORAL SPRINGS

Classification Description

CLASSIFICATION TITLE: Records Supervisor
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Under general administrative direction, the purpose of the position is to organize, coordinate and supervise the administrative/secretarial work of the Police Records Division. Employees in this classification perform at line management level and are responsible for ensuring information from various local, state and national computerized criminal justice information systems is accessed and processed according to specific pre-established procedures, departmental guidelines, and regulatory requirements applicable to the work. Position is accountable for coordinating and supervising all law enforcement records management personnel to ensure accurate and efficient categorizing, transcribing, recording, filing and processing of all law enforcement records and data.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises, coordinates, trains and evaluates the activities of the Police Records Division to promote maximum efficiency, accuracy and effectiveness of Division operations.
- Supervises and trains routine to moderately complex administrative recording duties, e.g., recording and transcribing accident reports, law enforcement activities and citations; preparing duplicates for distribution to appropriate personnel; researching record files for requested materials.
- Supervises records maintenance of individual criminal history records, fingerprint records and mug shots, and criminal and law enforcement records with local, state and federal Police agencies.
- Manages unit purchasing and requisitions functions; assists in the management of the departmental budget.
- Reviews, approves and manages reports assigned to the unit which were written by the Police Services Aides.
- Schedules staffing, monitors activities and enforces policies and procedures for the Main Lobby.
- Assigns daily public records duties and, reviews and approves them.
- Ensures the accuracy and timely dissemination of all Subpoenas for the Department.
- Acts as liaison for all HTE report issues.

Records Supervisor

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High School Diploma or GED (equivalent); supplemented by three (3) to four (4) years responsible experience in law enforcement records maintenance, to include one (1) year experience in a lead capacity; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Considerable Knowledge of all City, State and Federal laws, rules and regulations applicable to the work.

Considerable Knowledge of police and fire emergency terminology, interpretation and proper application.

Ability to understand, follow and supervise written and oral instructions.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to read, update, analyze and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with law enforcement personnel, management and subordinates.

Skill in the principles, practices and policies of law enforcement records management; Ability to closely follow and enforce the policies, procedures, methods and objectives of the Police Records Division.

Skill in clearly communicating information both verbally and in writing.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.