

Grade 9
FLSA: Non-Exempt

**CITY OF ALVIN
JOB DESCRIPTION**

**JOB TITLE: CHIEF RECORDS TECHNICIAN
POLICE DEPARTMENT**

GENERAL STATEMENT OF JOB

In addition to being proficient with the duties of a Deputy Records Technician, the Chief Records Technician will be responsible for the general, operational day-to-day activities of the Division.

EXAMPLES OF 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.

- Immediate supervision of Deputy Records Technicians
- Personnel Scheduling
- Personnel Evaluations (annual)
- Uniform Crime Reporting (UCR) submissions
- Criminal Records Expunction
- Responding to Open Records Requests
- Minor employee infractions/counseling
- Development and maintenance of a records retention audit procedure
- Subordinate development and training
- Quality Control (supervisory approval) of:

Case submissions to District Attorney's office and other entities
Name candidating and merging
Case attachments for CID access
Video upload/download for case submission and storage on hard media

Processes dispositions and implements expungement orders.

Requests records and information from other agencies as needed for case files.

Assembles complete case files and forwards to the District Attorney's office and various other personnel and other agencies as appropriate.

Performs computer data entry to record, update and retrieve information and to prepare required statistical and narrative reports and correspondence. Researches, gathers and maintains statistical crime data on a scheduled (monthly) basis as well as special statistical reports on an "as-needed" basis.

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Answers the office telephone; provides information and assistance as requested or forwards calls to appropriate personnel. Greets and assists office visitors.

Responsible for integrity, safekeeping and disposal of criminal justice data.

Provides routine clerical support as required, including typing, copying and collating documents; maintaining filing systems; completing forms; faxing information; processing mail; researching and compiling information as requested by supervisor; shredding old records, etc.

Notarizes statements and complaints.

Performs duties of other secretarial/clerical personnel in department as necessary.

Reviews documentation of reports for completeness and appropriate case numbers.

Provides leadership and limited instruction to department volunteers as required.

Receives and processes subpoenas and open records requests from public.

Involved with mass evacuation; planning and tracking.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as required.

REQUIREMENTS

Minimum Training and Experience:

Requires a high school diploma or GED plus vocational/technical training in secretarial science or related field, plus up to two years of responsible clerical experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Special Requirements:

Must be certifiable as a Notary Public.

Proficient in Windows Based and other software programs.

Knowledge Skills and Abilities:

Thorough knowledge of City policies, procedures and ordinances and State laws affecting Police Department record-keeping operations.

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Considerable knowledge of modern office practices and technology, the use of computers and peripheral equipment.

Considerable knowledge of records management methods and practices.

Working knowledge of legal and law enforcement terminology and practices.

Working knowledge of general City operations.

Skill in using business English and mathematics.

Ability to operate a computer, typewriter, copier, telephone, adding machine, fax machine, postage machine, and other office equipment.

Ability to understand and follow complex oral and written instructions.

Ability to communicate effectively with supervisor, City personnel, City officials and the general public.

Ability to make routine independent decisions and use good judgment and discretion in applying City policies, rules and regulations, and in providing information and assistance to various individuals involved in Police Department matters.

Ability to plan work and carry through to completion with only occasional supervision.

Ability to prepare reports, records, forms, files, etc., with confidentiality, accuracy and extreme attention to detail.

Ability to read and understand legal and/or technical records and reports, policies and procedures.

Ability to learn and utilize new skills and information to improve job performance and efficiency.

Ability to attend and remain at work regularly and adhere to policies and procedures regarding absenteeism and tardiness.

Physical Requirements:

Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; tasks require sufficient hand/eye coordination to perform

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semi-skilled repetitive movements, such as typing, filing, data entry and the use of calculators and other office machinery. Tasks may involve extended periods of time at a keyboard or work station.

Environmental Requirements:

Tasks are regularly performed without exposure to adverse environmental conditions.

Sensory Requirements:

Tasks require sound and visual perception and discrimination, as well as oral communications ability.

SIGNATURE/APPROVAL

_____		_____
Employee Signature	Print Name	Date

_____		_____
Human Resources Signature	Print Name	Date