

## LANCASTER COUNTY RECORDS SYSTEMS SUPERVISOR

### NATURE OF WORK

This is a responsible supervisory position involving management of a comprehensive record keeping system which provides the Sheriff's Office efficient storage and retrieval of computer and hard copy records and files.

Work involves planning, assigning and supervising the work performed by subordinate personnel; coordinating and analyzing work methods and flow to achieve maximum operating efficiency; interpreting administrative policies and procedures based upon explanation by superior; and performing general Records area duties when needed. Work also involves training and orientation of new employees and evaluating the performance of subordinate employees. An employee in this class is distinguished from the Records Systems Specialist position by the specialized knowledge of law enforcement records operations, including the knowledge of statutes governing confidentiality of records and liability involved; and law enforcement information systems. Supervision is received from an administrative superior.

### EXAMPLES OF WORK PERFORMED

Supervises daily activities of Records section staff; participates in the selection of new employees, develops and implements effective training programs; schedules staff and approves time off/overtime requests; coaches, counsels and evaluates employees; and initiates disciplinary action when appropriate.

Supervises and participates in processing information from a variety of sources including investigative reports, sex offender registrations, arrest warrants, protection orders, and permit applications. Enters, retrieves, reviews or modifies data in the Criminal Justice Information System (CJIS), verifies accuracy of entered data and makes corrections; utilizes word processing, database, e-mail, and other computer programs.

Oversees the establishment and maintenance of departmental record-keeping systems in accordance with legal requirements, departmental policies and accepted standards; assumes responsibility for the overall security and confidentiality of all department records; ensures that confidentiality is maintained and state guidelines are followed regarding the release and destruction of department records; organizes the retention, release, and purging of criminal justice records pursuant to state regulations and department policies; and responds to subpoena duces tecum.

Serves as Terminal Agency Coordinator for NCIC computer system; validates all NCIC entries to ensure they are accurate and current; trains and instructs employees in procedures and policies concerning NCIC and NLETS terminal operations; responsible for NCIC compliance of rules and regulations by monitoring dissemination of their records and monitoring entries into the state and federal computer system; and assembles all reports and reference materials required for audits.

Processes handgun certificate applications to ensure certificates are issued/denied in accordance with local, state and federal law.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the principles, practices and procedures of office management.

Ability to plan, organize, assign and supervise the work of clerical subordinates.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

Ability to build and maintain positive working relationships with co-workers, outside agencies and the public using principles of good customer service.

Skill in operating telephones; computers; word processing, spreadsheet, and email applications; transcription systems; two-way radios; and other common office equipment.

Ability to communicate effectively, both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent, including or supplemented by course work in criminal justice or business management; and considerable experience in a responsible supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent, including or supplemented by course work in criminal justice or business management; and experience in a responsible supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees in this class working in the Records Division of the Sheriff's Department must receive NCIC/NCIS certification as administered by the Nebraska State Patrol within one year of employment.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director