

POLICE RECORDS SUPERVISOR

NATURE OF WORK

This is responsible supervisory work coordinating technical and complex administrative support operations on an assigned shift and verifying, correcting, and updating all data entered in the Criminal Justice Information System. This is a civilian position.

Work involves planning, assigning and supervising the work performed by subordinate clerical personnel; coordinating and analyzing work methods and flow to achieve maximum operating efficiency; and interpreting administrative policies and procedures based upon explanation by superior. Work also involves interviewing applicants for employment and participating in hiring decisions; participating in the training and orientation of new employees; and evaluating the performance of subordinate employees. Supervision is received from the Police Records Manager with work being reviewed in the form of reports, conferences and overall performance of assigned shift. Direct and/or functional supervision is exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Supervises subordinate employees including planning, assigning and reviewing work performed.

Reviews monthly reports in accordance with Uniform Crime Reporting and Departmental guidelines to maintain integrity and accuracy of police reports subject to audit by Nebraska Commission on Law Enforcement and Criminal Justice.

Verifies, corrects and updates all information entered into the Criminal Justice Information System by the Police, Municipal Court, City Attorney, County Attorney, Sheriff, and Corrections Departments; notifies affected department of any C.J.I.S. data correction; and produces requested information from the database.

Conducts scheduling as required and ensures adequate staffing of the Records Unit.

Operates specialized computer systems to obtain NCIC and NCJIS criminal history information, drivers' abstracts, etc.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the principles, practices and procedures of office management and maintaining a records system.

Considerable knowledge of Federal UCR guidelines, State statutes, and City ordinances.

Considerable knowledge of the geography of the city.

Knowledge of organizational and administrative policies and procedures.

Ability to maintain complex and confidential police records and prepare reports from such records.

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

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

Ability to write standard operating procedures in a clear and concise manner as well as monitor and ensure compliance of said procedures and related documentation.

Ability to communicate effectively both orally and in writing and deal tactfully and courteously with the public, co-workers and outside agencies.

Skill in operating various office machines including computer, scanner, micro-viewer, transcription equipment and software, as well as other common office equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent, including or supplemented by coursework in business education, business management, records technology and computers; and 4 years of experience in office management and general administrative support work, including 2 years of experience in a responsible supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent, plus experience in typing and maintaining records, including 6 months of experience in a responsible supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees must obtain and maintain Certification on the National Crime Information Center computer system.

Employees must obtain and maintain a general notary public designation.