

POLICE RECORDS MANAGER

NATURE OF WORK

This is supervisory and administrative work directing and coordinating the preparation, maintenance and dissemination of records for all shifts within the Police Records section. This is a civilian position.

Work involves directing and supervising the activities of subordinate personnel; coordinating and analyzing work methods; and preparing the initial section budget request. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and results achieved. Supervision is exercised over Police Records Supervisors and subordinate clerical staff.

EXAMPLES OF WORK PERFORMED

Advises the department on the proper and lawful creation, retention, retrieval and distribution of police records.

Consults with various outside agencies regarding records management including State and Federal data processing entities.

Chairs the Criminal Justice Information Advisory Committee.

Prepares initial budget requests.

Participates in long-range developmental planning in the area of computer-based records management by identifying, evaluating and recommending systems for use in future.

Schedules, directs and evaluates the work of subordinate Police Records personnel to ensure that the CJIS is maintained according to established guidelines.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of computer-based records management systems including appropriate methods of collecting, storing, retrieving and purging records.

Extensive knowledge of organizational and administrative policies and procedures.

Ability to plan, organize and assign the work of subordinate employees.

Ability to establish and maintain effective working relationships with other City and County departments affected by the Criminal Justice Information System, co-workers, subordinates, and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration or related field plus two years of experience in a responsible administrative or supervisory capacity in criminal justice records management; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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