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Police Records Specialist - City of Issaquah (Job # 17-0073)

Minimum Salary: **\$3,818.00 per month**

Maximum Salary: **\$4,873.00 per month**

Employment Type: Full Time

Department: Police

Open until filled.

(Open to current employees and the general public.)



Summary

Are you looking for exciting work challenges and a great work environment? Then think about joining our team! The City of Issaquah is seeking a reliable, dedicated individual to fill the position of Records Support Specialist in the Issaquah Police Department. This position provides crucial support to on-the-ground law enforcement, including maintaining officer reports and filing documents for prosecution of criminals. We are looking for someone with integrity, can adapt to changing laws and technology, is self motivated, cohesive and displays initiative.

The typical hours for this position are 8:30 a.m. to 5:00 p.m. M - F, with occasional overtime required.

Essential Job Functions

- Accesses police records management system and enters calls for service

- Performs data entry to update case reports, miscellaneous reports, and other forms generated by police officers
- Works closely with citizens at front window, manages lobby traffic
- Processes requests for copies of reports from citizens, insurance companies, attorneys and outside agencies including processing public records requests
- Collects and accounts for money from the front window; makes out receipts
- Processes firearms background checks for gun transfers, CPL's and evidence release accessing multiple data bases
- Processes jail visitor requests
- Files pertinent documents for criminal prosecution with appropriate legal agencies
- Assists with crime statistics / NIBRS
- Processes requests for 911 recordings and police radio traffic recordings
- Processes department video requests
- Responsible for all city incoming mail and department faxes
- Assist with department records retention and destruction
- Supports corrections officers, dispatchers, administrative staff and police officers

Qualifications

Education and Experience

- High school diploma or G.E.D. and one year of records keeping experience, preferably in a police agency.
- Any other combination of education and experience which would provide the applicant with the necessary knowledge, skills, and abilities required to perform the work will be considered.

Licenses and Certifications

- Successful completion of ACCESS certification training course (Level II).
- No felony or repeat misdemeanor convictions, including repeat traffic offenses. Candidates will be required to undergo a criminal background investigation.
- Valid WA state driver's license with driving record free of frequent or serious violations.

Attachments

Location

POLICE DEPARTMENT
130 E Sunset Way
Issaquah, WA 98027

The City of Issaquah is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination because of race, color, national origin, sex, age marital status, veteran status, sexual orientation , genetic information or the presence of disability.