



9605 NE 24th Street • Clyde Hill, Washington 98004
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CITY OF CLYDE HILL

JOB DESCRIPTION

JOB TITLE: Police Records Specialist
DEPARTMENT: Police
CLASSIFICATION: Full-Time

GENERAL RESPONSIBILITIES

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the police staff, and assisting in the administration of the standard operating policies and procedures of the Police Department.

SUPERVISION RECEIVED:

Works under the supervision of the Police Chief and Police Lieutenant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, data processing, and bookkeeping.

Answers incoming calls and routes callers or provides information as required.

Receives the public and answers questions; responds to inquiries from citizens and others and refers, when necessary, to appropriate persons.

Inputs data to standard office and department forms; makes postings to various reports such as annual reports, incident reports, crime reports; compiles tabulated data.

Coordinates public records requests per the City's policy.

Operates listed office machines as required.

Operates radios as needed and assists in radio communications; operates base radio as required.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Schedules appointments, and performs other administrative and clerical duties.

Issues gun or other Police-related permits.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent with specialized course work in general office practices and office management, and
- (B) Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- (D) Must be able to pass a criminal background screening

TOOLS AND EQUIPMENT USED

Phone switchboard; mainframe computer terminal; personal computer including word processing and database software; copy machine; postage machine; fax machine; base radio; calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; job related skills testing; oral interview and reference check may be required.

SALARY & BENEFITS

2010 Monthly salary range: \$4,000 to \$4,150

City Paid Benefits Include:

- Employee Health Insurance (90%)
- Employee Dental Insurance (100%)
- Employee Disability Insurance (100%)
- \$5,000 Life Insurance
- Employee Assistance Program
- State Retirement System
- Social Security

An additional \$666 per month is provided for the employee to use in the City's Flexible Benefits Plan (Cafeteria Plan)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CLYDE HILL POLICE DEPARTMENT

POLICE RECORDS SPECIALIST Examples of Additional Specific Duties

Specific Duties, including but not limited to:

- Alarm registration tracking
- Alarm registration letters
- False alarm tracking
- False alarm info sheets
- False alarm letters
- Daily logs/Recap sheet
- Case entry into LAWS
- Case copying and forwarding
- NOI/Citation entry into LAWS
- Council Packets (including monthly summaries, activity sheet, case summaries and NOI/CITE summaries)
- Warrant entry into WACIC (including all background, DOL, WACIC, NCIC checks prior to entry)
- UCR Reports
- Wellness Coordinator
- WACIC entries
- Assist with police testing
- Issue Concealed Pistol License (including all related background checks)
- Coordinate with Kirkland Municipal Court for prisoner transport, subpoenas, etc.
- Assist with completion of disposition forms and fingerprint arrest cards
- ACCESS Level 2 certified
- 40 hour Law Enforcement Records certification through CJTC
- TAC Coordinator
- Responsible for re-certifying officers for ACCESS Level 1
- Edit reports/NOIs for errors
- Update RCW's and bail schedule for officers
- Follow up help to officers including requests to outside agencies for record information
- Produce a dozen or more Excel spread sheets and keep them up to date
- DOL, WACIC checks
- Supply ordering
- Memos/letters for Chief, LT, etc.
- Notary Public
- Assist with forms available to public via office and internet
- Update web site as necessary
- JIS Link Inquiries (DISCIS/SCOMIS)
- Member of City's emergency preparedness team
- Those tasks assigned by the Chief