



JOB DESCRIPTION

JOB TITLE:	Records Specialist		
DEPARTMENT:	Police	DIVISION:	
REPORTS TO:	Support Services Supervisor		
SUPERVISES:	None		
FLSA STATUS:	Non-Exempt	EFFECTIVE DATE:	6/1/2019

POSITION SUMMARY

Under moderate direction, this skilled administrative position performs intermediate work providing a variety of administrative, secretarial and record keeping duties and processing and storing law enforcement records, and related work as required. This position exercises no supervisory responsibilities.

ESSENTIAL FUNCTIONS: *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Receives lab reports from forensics lab, processes the reports and provides necessary documentation to outside agencies.
- Sorts information; verifies dates; enters into system; submits to court.
- Greets public, answers phone and responds to voice-mail; assists with their needs or directs to appropriate personnel within office.
- Reviews prosecution reports; records and submits information as necessary.
- Sorts incoming mail; applies appropriate documentation to outgoing mail.
- Accepts requests from insurance company for accident report copies; furnishes requested information and invoices those insurance company requests.
- Releases information and reports to the public and other agencies insuring the data is accurate and falls with data practices and state statute restrictions and guidelines.
- Provides information to citizens and employees.
- Processes and enters information into computerized systems; codes and verifies data; updates, edits and corrects files; produces reports for relevant departments and agencies.
- Creates and maintains department systems, files and records in accordance with appropriate retention schedules.
- Performs word processing activities; composes correspondence independently and in accordance with procedures.
- Orders supplies and maintains inventory; maintains purchase orders and requisitions.
- May perform other department-specific administrative duties including: transcription, scheduling, hardcopy/electronic notifications, database maintenance, budget preparation and maintenance, deposit reconciliation/cash handling, timesheet/check request/expense report processing, reservations, travel arrangements, radio operation, processing of confidential information, background checks, meeting coordination.
- Performs other duties as requested.
- Attendance at off-site courses/trainings/seminars may be required.

Access to Not Public Data: This position may encounter not public data in the course of these duties. Any access to not

public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

MINIMUM REQUIREMENTS: *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

Education and Experience

- High school diploma or GED
- Six months experience in a general office environment performing administrative duties, or related field

Training, Certificates, and Licenses

- Department-specific certifications and/or licensures.
- Minnesota Data Practices Laws training.
- Comply with CJS policy requirements, background checks and security testing and ongoing compliance
- Certifications from BCA to access Criminal Data Systems and Driver Vehicle Services (DVS)

KNOWLEDGE, SKILLS, and ABILITIES

General knowledge of modern police record keeping procedures and practices; general knowledge of police forms, terminology, and records; general knowledge of police programs, policies and procedures; ability to perform a considerable volume of detailed record work; ability to maintain files; ability to type accurately and at a reasonable rate of speed; ability to operate general office and data entry equipment; ability to follow written and oral directions; ability to establish and maintain effective working relationships with associates and the general public. Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to prepare effective correspondence independently; ability to operate applicable software packages; ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

NOTICE

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves the right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Director

Date