

Position Code: 7372	FLSA Status: Non-Exempt
Pay Code: 3	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of this class is to manage the day-to-day operations of the Central Records Unit of the Police Department. This class performs a variety of first-line supervisory and complex technical duties designed to expedite the administrative processes and procedures related to documenting, maintaining and controlling police records, case files, statistics and information. The class works within broad policy and organizational guidelines; independently plans and implements projects and reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Supervises or leads subordinate personnel, including training, scheduling, assigning and evaluating work.
- Reviews and processes all FOIA requests and paperwork for interdictions and subpoena Duces Tecums.
- Acts as records manager to include handling/storage of records, record destruction, shredding, etc.
- Reviews and processes various permits to include Concealed Weapon Permits, Taxi Permits, Parking Ticket Contests, and other report requests.
- Operates computer terminal to enter and maintain accurate, comprehensive and up-to-date data related to Police Records including incidents, property files, report narratives, traffic accidents and arrest records.
- Maintains and updates dispositions on cases where available and enters changes into computer.
- Assures departmental compliance with legal guidelines for release of information and researches law to confirm departmental guidelines are consistent with state and federal law.
- Responds to technical questions from the public and gives them necessary information; directs public to appropriate staff members.
- Acts as department administrator for various computer applications to include HEAT, Laserfiche, Live Scan, VCIN, NCIC, ARS, and Crash Reports.
- Handles the storage of department paper records, as well as, reviews the record destruction requests (RM-3) and handles the verification of final document destruction.
- Reviews monthly workload and error reports in the VCIN unit and handles problems associated with it, such as missing reports and late entry requests.
- Confirms daily deposits from Central Records going to the City Treasurer's office.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency. Negotiates and exchanges ideas, information, and opinions with others to formulate recommended policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and calculates ratios, rates and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style.

Mental Requirements	Performs professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; uses a range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Supervises the actions of others, making decisions almost constantly affecting coworkers, patrons, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in business management or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience to include two years of records management; two years of law enforcement and two years of supervisory experience.
Special Certifications and Licenses	Requires a VCIN "B" level certification.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.