**Bargaining Unit:** 

FLSA: Position Number: MC Covered 6455

### POLICE RECORDS SUPERVISOR

### **DEFINITION**

Under general supervision, to provide supervision, work coordination and training for other staff; to perform a variety of office assistance duties in the maintenance of Police Department records and reports; to perform counter work with the public; to process warrants; to maintain and prepare monthly reports on crime statistics to the Department of Justice; and to do related work as required.

# **DISTINGUISHING CHARACTERISTICS**

This is the full supervisory level in the Police Clerk class series. The incumbent has supervisory responsibility for the Records Unit of the Merced Police Department, as well as the maintenance of Department records and reports. In addition to supervisory responsibilities, the incumbent processes warrants and operates the CLETS terminal.

# **REPORTS TO**

Police Sergeant

## **CLASSIFICATIONS SUPERVISED**

Police Records Clerk I, II

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (The following is used as a partial description and is not restrictive as to duties required.)

Assigns, schedules, reviews and evaluates the work of the Records staff; verifies that documents are recorded and maintained, according to regulations and appropriate laws; prepares a variety of statistical reports; furnishes background/arrest information in compliance with laws and established procedures; processes subpoenas generated from the District Attorney Office, DMV, Parole, Probation and legal offices to ensure proper presentation in court cases; enters citations, reports, arrest register information, and dispositions into a computerized system; distributes citations/reports to other law enforcement agencies; retrieves information from various data bases; operates the CLETS systems to print booking slips, registrations, warrant entries, criminal history, etc; provides information and direction to the public in to the completion of complaints filing, etc; contacts the appropriate law enforcement agencies pertaining to warrants, disposition of charges, and extradition of prisoners; indexes, selects, cross-references, and arranges records, documents, and Police correspondence in a computerized system; orders supplies for all police stations; handles mail and telephone requests for reports; maintains arrest registers and does NCIC validation and arrest dispositions; answers the telephone; prepares reports as required.

#### **RECORDS SUPERVISOR - 2**

## TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX equipment.

### TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

### **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

Correct English grammar, usage and spelling.

Modern office methods and procedures.

Proper telephone techniques and procedures.

Operating policies, procedures, and functions of the Merced City Police Department.

Laws, codes, and regulations related to police records and reports and the confidentiality of information.

Police terminology.

Principles of supervision and training.

#### Ability to:

Operate computerized systems and teletype equipment.

Supervise, train and evaluate the work of assigned staff.

Use sound judgment in handling sensitive material.

Understand and follow oral and written directions.

Prepare and maintain accurate records.

Read, analyze, and interpret laws, codes, rules, and regulations.

Evaluate situations and respond appropriately.

Use a computer keyboard to enter and extract a variety of data and information.

Perform a variety of office support work.

Deal tactfully and courteously with the public and other staff.

Establish and maintain cooperative working relationships.

### **Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion of requirements for graduation from high school and sixty (60) units of general college education, and three years of office and law enforcement support work experience comparable to a Police Clerk II with the City of Merced and training in the operation and use of the CLETS terminal, at least one year of which includes the supervision of others or an equivalent combination of education and experience.

#### **POLICE RECORDS SUPERVISOR - 3**

# **DESIRABLE QUALIFICATIONS** (continued)

# **Special Requirements:**

Possession of an appropriate California driver's license issued by the Department of Motor Vehicles.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07

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APPROVE

Chairperson, Personnel Board

DATE August 14 2000