



The City Beautiful

City of Coral Gables Job Description

Job Title: Police Records Supervisor
Department: Police
Classification: 5007
Pay grade: 20C
FLSA: Non-Exempt

Prepared Date: 08/10
Approved By: Elsa I. Jaramillo-Velez 

Summary

Performs supervisory and clerical work in the Police Department's Records Management and Technology Section. Provides assistance to the department, other city departments and the public. Supervises and coordinates the daily activities of Records Clerks and other civilian personnel engaged in maintaining and retrieving various police records and files. Uses independent thinking and judgment within established guidelines and procedures under the supervision of a Police Sergeant.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Coordinate the operations of the Records Management and Technology Section. Supervise, assign and review work, schedule, train, discipline, and assist with performance evaluations for employees in the Police Records Management and Technology Section.

Assist in the administration of record management operations and identification section policies and procedures. Assist in the preparation and monitoring of section budget. Recommend purchasing needs and order section supplies.

Prepare various research reports.

Locate records in files. Amend criminal history information and deletion requests. Maintain records.

Prepare memos and correspondence.

Perform duties of Police Records Clerks. Operate computer and all section equipment.

Make deposits and balance accounts. Maintain necessary revenue logs.

Perform other related tasks as required.

Knowledge, Skills, and Abilities

Considerable knowledge of records management practices, procedures, laws and regulations as well as knowledge of records management system administration, operation, and policies.

Acquire knowledge of the City's rules, policies and procedures, including but not limited to Personnel Rules and Regulations and Police Department's Standard Operating Procedures.

Acquire knowledge of the Records Management System (RMS/CAD) operations.

Ability to obtain records management OSSI systems administrator certification, supervise, train, and discipline employees, prepare complex written, statistical, and computerized reports. Conduct research and compile data, monitor and make adjustments/changes/upgrades to Records Management System. Ability to supervise the work of others in a manner conducive to full performance and high morale. Establish and maintain effective working relationships with coworkers, subordinates, and the public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

High school diploma or equivalent required; Bachelor's degree in Criminology, Public Administration or related field preferred.

Minimum 3 years related Records Management experience, to include supervisory experience.

Experience working with the Police Department preferred.

Experience and knowledge of Microsoft Office Programs.

Certification as Records Management OSSI Systems Administrator preferred.