CITY OF OCEANSIDE

REVISED: FEBRUARY 2006
CLASS CODE: 2019ME
UNIT: MECO

POLICE RECORDS SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, plans and coordinates the activities and operations of the Records Division within the Police Department; coordinates assigned activities with other divisions, outside agencies, and the general public; provides complex staff assistance to police management; and performs other related work as assigned.

EXAMPLES OF DUTIES – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Coordinates the organization, staffing and operational activities of the Police Records Division, including records management and court liaison services; participates in the development and implementation of goals, objectives, and priorities for police records management activities; identifies resource needs; recommends and implements records management policies and procedures; directs, coordinates and reviews the work of the Police Records Division staff; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; acts as official custodian of criminal justice records for the Police Department; trains police staff and other selected City staff regarding conviction records processes and procedures; takes necessary actions to ensure compliance with court orders; supervises the maintenance of records and files; develops and implements a records management system; and directs the record destruction process and supervises staff; stays abreast of new trends and innovations in the field of police records management; and performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Practices and principles of police records management and systems.
Principles and methods of supervision, training and performance evaluation.
Principles and practices of office automation.
Principles of records organization.
Records and data management trends.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Manage and maintain police facilities and equipment.
Gather and analyze data.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience:

Four years of increasingly responsible experience in the maintenance and management of police records.

Training:

An Associate's degree or a minimum of 60 college semester units from an accredited college or university.

License:

Possession of, or ability to obtain, a valid Class C California Driver's License.

Special Requirements

Must successfully complete a medical examination, background investigation, polygraph examination and psychological evaluation.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.