



# CITY OF SEDALIA, MISSOURI

## Job Description

<b>Job Title:</b>	<b>RECORDS SUPERVISOR</b>		
Department:	Police		
Supervisor:	Police Commander – Administrative Services		
Date:	January 2012	Position No.	PD/12
FLSA Status:	Non-Exempt	Random Substance Testing:	N

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### Job Summary:

This position is responsible for overseeing the maintenance of department records.

### Job Scope:

The purpose of this position is to provide clerical and records management support to the department. Successful performance helps ensure the efficient performance of office operations and the accuracy of department records.

### Essential Duties and Responsibilities:

1. Assists with preparing department payroll: posts hours worked, including leave and overtime hours.
2. Processes and maintains police records; merges officers' reports into the main data system; reviews reports for accuracy and requests corrections as needed.
3. Enters DWI tickets to the State Highway Patrol program for statewide tracking of arrests.
4. Provides information and direction to the public, including copies of reports and background checks.
5. Provides information to other law enforcement agencies.
6. Provides information to officers upon request.
7. Sorts, distributes, and files police reports.
8. Prepares monthly Uniform Crime Reports; enters data to the State Highway Patrol system; ensures that crimes are accurately coded before finalizing report; serves as contact person for any questions or discrepancies.
9. Mails Veterans Administration forms for officers receiving monthly benefits.
10. Maintains and balances the department petty cash fund.

11. Accepts payments for copies of reports and records; balances cash drawer.
12. Maintains traffic ticket inventory; issues ticket books to officers.
13. Performs the duties of a Notary Public.
14. Prepare yearly evaluations for Record Techs.
15. Track Military Leave for active officers.
16. Performs other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. High School diploma or GED
2. 3 years experience in an administrative capacity within a business environment or other similar related experience
3. Missouri drivers license

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of modern office practices and procedures.
2. Knowledge of statutes pertaining to the release of open and closed records.
3. Knowledge of city ordinances and department policies and procedures.
4. Knowledge of state laws and regulations.
5. Knowledge of basic bookkeeping practices.
6. Skill in operating computers and other types of modern office equipment.
7. Skill in performing basic mathematical calculations.
8. Skill in maintaining confidential records and reports.
9. Skill in oral and written communication.

**Guidelines:**

1. City ordinances
2. Department policies and procedures, state laws.
3. Guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of related clerical and records management duties. The number of guidelines to be followed contributes to the complexity of the work

**Principal Working Relationships:**

1. Co-workers.
2. Law enforcement officers, attorneys, insurance agents, and the general public.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

This position has functional supervision over Records Technicians.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

**Work Environment:**

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer.