

CITY OF SEDALIA, MISSOURI

Job Description



Job Title: RECORDS TECHNICIAN

Department: Police

Supervisor: Records Supervisor

Date: February 2012

FLSA Status: Non-Exempt

Position No. PD/16

Random Substance Testing: N

Job Summary:

This position is responsible for maintaining accurate records and performing related clerical duties.

Job Scope:

The purpose of this position is to maintain accurate records and perform related clerical duties. Successful performance helps ensure the provision of accurate and reliable records.

Essential Duties and Responsibilities:

1. Assists the general public with requests or questions; answers the telephone; directs persons to the appropriate person or division; collects fees for copies of reports and issues receipts.
2. Collects the daily offense reports from the Front Desk and prepares copies for the Records Division and the Detective Division.
3. Processes report and photo requests from law enforcement, insurance companies, and the general public.
4. Enters Detectives' case investigation supplemental information into the computer case file.
5. Maintains confidentiality with regard to release of information.
6. Enters all arrest charges and court dispositions.
7. Cross-checks monthly arrest information with the Pettis County Jail booking and arrest summary; enters mug shots into the computer system.
8. Checks the criminal histories of individuals for employment, housing, or the armed services.
9. Prepares files for microfilming; obtains and copies microfilm files for law enforcement and the public.

10. Updates files and warrant applications.
11. Enters crime incident reports, accident reports, and traffic tickets into the computer; seeks clarification or correction from reporting officer as needed.
12. Assists officers with preparing documents for court.
13. Collects daily racial profiling forms from Police Officers and enters the information into an on-line database.
14. Assists other agencies with information as requested.
15. Purchases supplies and printed forms; ensures adequate inventory is on hand at all times.
16. Prepares invoices for payment: issues purchase orders, codes invoices, distributes invoices to appropriate personnel for approval, and submits invoices to Finance Department for payment.
17. Tracks alarms; bills company following each false alarm.
18. Processes tow sheets; notifies owners of towed vehicles.
19. 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. 2 years of office or administrative experience
3. Strong computer skills in office related role
4. Ability to handle stressful multi-task environment
5. Missouri driver's license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of city and department policies and procedures.
2. Knowledge of open records requirements.
3. Knowledge of filing procedures and records maintenance.
4. Knowledge of notary laws.

5. Knowledge of the arrest system, offense system, and UCR guidelines.
6. Knowledge of confidentiality regulations and guidelines.
7. Skill in performing basic mathematical calculations.
8. Skill in operating a computer and standard office equipment.
9. Skill in oral and written communication.

Guidelines:

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

Complexity:

The work consists of related data entry and clerical duties. Frequent interruptions contribute to the complexity of the position.

Principal Working Relationships:

1. Co-workers, other city employees.
2. Court personnel, attorneys, insurance company personnel, vendors, representatives of other law enforcement agencies, private investigators, bail bondsmen, county government employees, 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:

None.

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.