



City of Tempe

RECORDS ADMINISTRATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	338	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$76,689
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$103,530
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Police Records Supervisor
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Technical Services Bureau Manager or from other supervisory or management staff

Exercises direct supervision over technical and clerical staff assigned to the Records Section.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of operational experience in the custody and oversight of documents to include; an understanding of records management systems as well as storage and retrieval of confidential records information. Two years in a supervisory capacity in an area with records operations is also required. Knowledge of State public records laws and experience in a law enforcement agency are preferred.
<i>Education:</i>	Requires the equivalent to a Bachelor's Degree in criminal justice, public administration from an accredited college or university or degree related to the core functions of the position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid AZ Driver's License. • Must obtain and maintain a Terminal Operator Certification awarded by the Arizona Criminal Justice Information Systems Division within six months of hire. • Must be able to obtain and maintain a Notary Public within six months of hire.
<i>Additional:</i>	Must pass polygraph and background examination

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the Police Records Section of the Technical Services Bureau including technical and clerical staff; to ensure compliance with local, state, and federal security and privacy requirements; and to perform a variety of duties relative to the assigned area of responsibility.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Supervise and train Police Records Supervisors and assigned staff.
- Manage daily operations of the Records Section, conducts staff meetings and actively participate and accomplish organizational, departmental and workgroup goals and objectives.
- Ensure proper staffing in Records Section.
- Communicate with employees regarding their performance, address employee concerns and problems and work with employees to handle deficiencies in work performance.
- Evaluate assigned staff, complete performance evaluations and ensure performance evaluations are completed on all Records staff.
- Participate in the selection of staff, review applications, conduct interviews and makes recommendations on hiring and promotional opportunities.
- Respond to and resolve difficult and sensitive customer inquiries and complaints from both internal and external customers.
- Oversee the Records automated system, data entry, quality control and maintain a current inventory of all existing public records within the department.
- Administer the use and entry of all ACJIS information for the Department including entries completed daily by Records staff, monthly validation reports and yearly auditing completed by the Department of Public Safety.
- Oversees access and rights to the Digital Evidence System and assume the role of the Body Worn Camera Administrator.
- Serve as the Custodian of Records for the Tempe Police Department for subpoenas, Public Records Requests and court depositions.
- Participate in the collection and reporting of uniform crime data (UCR).
- Ensure compliance with Public Record Laws, City codes, Departmental General and Operations Orders and City Personnel Rules.

- Oversee the Departments compliance with State Public Records Retention Laws and ensure the destruction of paper and electronic records in accordance with corresponding law enforcement retention guidelines.
- Support the Department's System Security Officer to ensure compliance with local, state, and federal security policies and procedures regarding the use of the Arizona Criminal Justice Information System (ACJIS) and the Terminal Operator Certification (TOC).
- Prepare written documents including performance evaluations, reports, memos, budget proposals, policies, and procedures.
- Support and assist in the development and implementation of the Departments strategic plan; oversees the development and implementation of the Records Section Strategic Plan.
- Assist in the implementation of technology regarding system improvements, application enhancements and new software and hardware.
- Communicate with the general public, the Municipal Court, the City of Clerk's Office, other law enforcement agencies and other city departments regarding activities of the Police Records Section.
- Participate in budget administration and prepares justifications for staffing and budget item.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work in a stationary position for long periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 2007

Revised May 2015

Reactivate February 2016

Revised October 2016 (update minimum qualifications)