



City of Tempe

RECORDS SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	086	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$18.538942
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$25.027885
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Records Specialist
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Administrative Support

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direct supervision from Police Records Supervisors and general supervision from other department supervisors or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Requires two years of full-time, general clerical work experience, preferably in a law enforcement environment.
<i>Education:</i>	Equivalent to the completion of the twelfth grade.
<i>License / Certification:</i>	Must obtain Terminal Operator Certification awarded by Arizona Department of Public Safety, Arizona Criminal Justice Information System Division within six months of employment.
<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 perform a variety of specialized and technical clerical and public contact duties for various Police Department areas, other law enforcement agencies, related criminal justice offices and the general public.

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.
- Assist general public, departmental personnel and representatives from other agencies in obtaining police related information.
- Transcribe electronically submitted police documents reviewing for accuracy in a variety of areas and consulting with officers, detectives and supervisors as needed regarding discrepancies, missing forms or information, etc.
- Maintain and ensure accuracy of master records in the Records Management System for Persons, Vehicles and Businesses.
- Review data, scan and perform quality control checks on police related documents
- Review and accept properly served subpoenas; process subpoenas for Police Department personnel; accept fees for accident reports, other police related documents, warrants (prisoner bonds).
- Review arrest data and perform quality control checks on electronically submitted arrests. Verify arrests have complete information for reporting to state and federal entities.
- Maintain and prepare police related documents for various reviews; distribute copies; update various police records and process mail requests.
- Data entry and update information in local, state and federal computer terminals. Complete mandated state and federal monthly validations of all Police Department entries into state and federal databases. Maintain Terminal Operator Certification at required level for position.
- Operate a document imaging scanner, microfilm machine, fax machines and copier; ensure proper care, operation and maintenance of equipment assigned to the unit.
- Review, data entry, modify and remove Tempe Municipal Court arrest warrants into statewide law enforcement database. Confirm warrant validity on request from other law enforcement agencies.
- Ensure proper disposal of confidential materials; request service as needed.
- Complete daily productivity reports.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects;
- Operate city vehicles;
- Other physical labor essential to the classification;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;

- Extensive reading and close vision work.

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 1988

Revised February 1999

Revised July 2001 (range adjustment)

Title change January 2002

Revised March 2006 (change duties)

Revised December 2012 (change title and update duties)

Revised Oct 2015 (added environmental settings)