



City of Tempe

POLICE RECORDS SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	208	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$26.445673
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$35.701923
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	PSPRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Police Records Supervisor
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i> Paraprofessionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives general supervision from the Technical Services Bureau Manager or from other supervisory or management staff.
Exercises direct supervision over lower level staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three years of full-time police records work experience in a police department or law enforcement agency.
<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by courses or training in typing and office practices or degree related to the core functions of this position.
<i>License / Certification:</i>	Terminal Operator Certification awarded by Arizona Criminal Justice Information System Division.

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 act as a shift supervisor over technical and clerical Records staff; and to perform a variety of more complex duties in support of the assigned tasks.

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 staff involved in police records activities; assign shift schedules for assigned staff.
- Participate in the selection of staff; provide or coordinate staff training; assist in developing training manuals.
- Work with employees to correct deficiencies; recommend and implement discipline procedures.
- Monitor and evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Assist general public, departmental personnel and representatives from other agencies in obtaining police related information; monitor all requests for reports; resolve problems and complaints.
- Process reports, documents and requests received from various department bureaus and sections; review reports processed on previous day; monitor data entry of dispositions.
- Screen and process reports, documents and requests received from various department bureaus and sections: review and disseminate teletypes.
- Operate computer terminals; file and retrieve cards and folder files; operate microfilm equipment; ensure proper care, operation and maintenance of equipment assigned to the unit.
- Accept and process subpoenas for Police Department personnel.
- Accept monies from public for accident and other reports, audit and balance cash drawer as necessary.
- Process arrest information and mail requests; complete daily productivity reports.
- Prepare ACIC/NCIC and ACJIS validation records.
- Assist Records Section Administrator with the coordination and monitor of Department records.
- 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

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Revised November 1992</i> <i>Title change January 2002</i> <i>Revised March 2006 (change job title and duties)</i> <i>Revised March 2008 (supv report)</i></p>