



Town of Oro Valley Classification Description

Title: **POLICE RECORDS SUPERVISOR**

Job Code: 2930

FLSA Status: Non-Exempt

Department: Police

Salary Grade: 112

POSITION SUMMARY:

Under general supervision, supervises, interprets and resolves the operational and procedural problems and laws relevant to dissemination of Police documents and information.

ESSENTIAL JOB FUNCTIONS:

- A. Supervises, interprets and resolves the operational and procedural problems and laws relevant to dissemination of Police documents and information.
- B. Plans, assigns, supervises and delegates work to assigned staff and assists employees with questions and/or problems.
- C. Authorizes and disseminates Police documents and information to other criminal justice agencies, attorneys, insurance companies and the public.
- D. Reviews incoming case reports and assists subordinate staff with data entry.
- E. Provides quality control management of entries into computer system by Police Department users for accuracy and completeness.
- F. Conducts system upgrades, addresses and reports problems to Police Department and provides training to system users.
- G. Reviews applications, participates in the interview process and selection, establishes and monitors work schedules, prepares performance evaluations and recommends disciplinary action.
- H. Compiles and disseminates statistical reports, including crime reporting, domestic violence and juvenile offender statistics.
- I. Attends meetings and conferences with local Police Department records supervisors, Town staff and computer committees.
- J. Maintains records management system according to state guidelines for records retention and destruction.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes, regulations and other governing dissemination of Police documents and information.
- Knowledge of Town and Department policies and procedures.

- Knowledge of state and Federal public records laws, state records retention and destruction guidelines.
- Knowledge of supervision principles.
- Knowledge of personal computer hardware and software.
- Skill in interpreting and applying relevant Town, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Three (3) years law enforcement, public records or secretarial experience including one (1) year at a supervisory level; **OR** an equivalent combination of education and experience.
- Successfully complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.