



## JOB DESCRIPTION

Title: **POLICE RECORDS SPECIALIST III**  
Department: Police  
Class Code: 6017  
FLSA Status: Non-Exempt  
Effective Date: November 1, 2021 (Rev. 01/2026)

### GENERAL PURPOSE

Under general supervision of the Administrative Services Manager performs specialized clerical duties within the Police Department to include preparation and maintenance of sensitive and confidential police records.

### ESSENTIAL DUTIES *(May not include all of the duties listed, nor do the listed examples include all duties which may be used in this position)*

- Transcribes and completes police reports and records in the Versatem case management system.
- Monitors inventories of office and breakroom supplies and maintains stock; places monthly orders; may make purchases at nearby businesses.
- Provides information to the public; assists public in completing GRAMA requests, or other department specific applications associated with police records management.
- Performs complex and detailed record keeping; completes and maintains dissemination of police records. Enters data into the UCJIS/BCI database. Generates reports using RMS software (Spillman, Versaterm and other public safety related programs); may draft correspondence for the public; interprets routine policy to the public; may receive applications for sex offender registry and/or child abuse offender registry; establishes and maintains record retention and dissemination of police records and documentation; routes information to appropriate entities such as other agencies or courts.
- Writes and edits complex reports and documents; utilizes functional knowledge of resources within the department and community to resolve customer problems; studies state and municipal code, industry regulations, and legal requirements; researches and analyzes a variety of issues; assists officers with information from detailed law enforcement databases and files.
- Coordinates with the Police Crime Analyst to provide statistical information requested through GRAMA.
- May act as agency TAC (or Alternate TAC) and is responsible for training, testing, and certifying all personnel who have UCJIS access.
- May audit NCIC entries, including the monthly validation requirement.
- Coordinates with the Administrative Services Manager in maintaining the RMS database, including audits of missing or incomplete cases.

- Under the direction of the Administrative Services Manager, may submit monthly required statistical information to BCI including, but not limited to, IBR data and LEOKA data.
- Processes expungement orders and seals records both physically and electronically.
- May certify as a Records Officer with the State of Utah.
- May assist as a back-up to fingerprints court ordered and civilian clientele.
- May cover the front counter for walk-in clientele during lunch breaks, vacations, etc.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Associate degree and two (2) years office experience or an equivalent combination of education and experience.

### Necessary Knowledge, Skills and Abilities

- In-depth knowledge of office practices and procedures; in-depth knowledge of the proper use of grammar, punctuation, and spelling; working knowledge of the department and the functions it performs.
- Knowledge of records archives and retention.
- A general understanding of the Government Record and Management Act (GRAMA)
- Skill in using telephone, computer, fax machine, copier and other general office equipment.
- Ability to use Word, Word Perfect, PowerPoint, Excel, or any other specialized software applicable to the organization.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public and to maintain confidentiality.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheet and database software; phone; copy and fax machine, and other equipment pertaining to this position.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting with daily interaction with the public. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_