



## JOB DESCRIPTION

Title: **POLICE RECORDS SPECIALIST II**  
Department: Police  
Class Code: 6012  
FLSA Status: Non-Exempt  
Effective Date: November 1, 2021 (rev 01/2026)

### GENERAL PURPOSE

Under general supervision of the Administrative Services Manager performs intermediate level 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)*

- Uses Word, Word Perfect, PowerPoint, Excel and any other software applicable to the organization to create documents, spreadsheets, and manage police reports/records.
- Transcribes and completes police reports and records case management.
- Takes and receipts money from customers for fingerprint services, records requests, etc.
- Provides information to the public; assists public in completing GRAMA requests, or other department specific applications associated with police records management.
- Performs routine customer service of a nontechnical nature. Provides information on routine inquiries in person or via telephone.
- Answers single or multi-line phones; screens and routes calls and walk-ins to appropriate people. Provides detailed information to inquiring parties; directs complex questions to supervisors.
- Generates reports using RMS software (Spillman, Versaterm and other public safety related programs); performs record keeping of a complex nature; performs routine and technical duties under minimal supervision; may interpret routine policy to the public; transcribes and completes law enforcement reports; receives applications for sex offender registry and/or child abuse offender registry; establishes and maintains record retention and dissemination of police records and documentation; processes incoming and outgoing mail; copies and distributes information such as assigned; performs law enforcement specific data entry.
- May act as agency Alternate TAC, and is responsible in assisting with training, testing, and certifying all personnel who have UCJIS access.
- Fingerprints court ordered and civilian clientele.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- High school graduation and three (3) years office administrative experience, preferably in the Police Records field and/or knowledge of Police Department administrative operations.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of general office practices and procedures; working knowledge of the proper use of grammar, punctuation, and spelling; working knowledge of the department and the functions it performs.
- Knowledge of record 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 type data entry quickly and accurately.
- 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: \_\_\_\_\_