

# **CITY OF PULLMAN, WASHINGTON**

## **CLASS SPECIFICATION**

### **RECORDS SPECIALIST II**

**3307**

#### GENERAL PURPOSE:

Monitors the accuracy of, and maintains, Police records which includes organizing, processing, coordinating, monitoring, and disseminating information from a variety of records.

#### CLASSIFICATION SUMMARY:

The primary function of this job is to monitor and maintain all police records and files related to criminal reports, concealed weapon permits, accident reports, fingerprinting, crime statistics and others. Work involves independent organizational ability, and the ability to assimilate, interpret, and act upon information and set priorities of activities. Attention to detail, confidentiality and multi-tasking are important skills for an incumbent in this job. This job differs from the Records Specialist I position in the responsibility for the accuracy, maintenance and dissemination of police records. As such, the Records Specialist II reviews the data entered by Records Specialist I and is available to answer non-routine questions as needed. The Records Specialist II reports to the Police Support Services Manager who reviews work performance for the accuracy of records maintained, as well as services provided to the public.

#### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Receives, sorts, organizes, and processes notices of infraction and citations; completes disposition sheets; reviews information entered into records system for accuracy; oversees entry of data into personal computer data bases that are part of the police records system; copies and processes documents sent to city attorney and prosecutor; processes requests for criminal activity record checks; and processes applications for concealed weapons permits.

Reviews all case reports generated by the police, parking and animal control to check for correct crime classifications. Organizes and maintains files on documents in the police records system including, but not limited to, notices of infraction, citations, police reports, traffic accident reports, and mug photos. Provides appropriate information to other law enforcement agencies as may be required. Enters data into Incident Based Reporting System.

Processes requests for information and report releases. Processes fingerprint cards and disposition sheets. Takes fingerprints of applicants applying for a variety of permits.

Processes, retrieves and copies necessary information for court docket. Establishes court dates for parking citations.

Responsible for records retention compliance. Performs assigned records audit duties. Assures compliance with public disclosure of police records.

Performs tasks associated with records as required by court order.

Responsible for records security and limited access.

OTHER JOB FUNCTIONS:

Occasionally performs telephone call receiving and reception duties.

Performs other tasks as assigned.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- The operation of an IBM compatible personal computer and basic software applications;
- General office practices and procedures;
- Police records processing, documentation, and maintenance.

Ability to:

- Learn crime statistical reporting procedures;
- Think clearly and act logically;
- Deal courteously and tactfully with the public;
- Write or print legibly;
- Keep criminal activity records confidential;
- Perform typing work at an acceptable level of proficiency;
- Establish and maintain effective working relationships with co-workers, supervisors, representatives of other public agencies, police officers, and the public;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Perform work accurately with many interruptions;
- Physically perform the essential functions of the job;
- Learn and apply resources necessary for the performance of the job.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

One year general office experience and one year experience as a records specialist I or equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED:

Personal computer, telephone, 10-key calculator, typewriter, paper shredder, scanner, fax machine, copy machine and access terminal.

**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 environment while sitting at a desk or computer terminal for extended periods of time. Physical exertion may be required to lift office supplies and files. Sufficient vision or other powers of observation are essential to permit the employee to read written materials, maintain police records and visually monitor jail and police facilities.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

FLSA Class: Non-Exempt

Adopted: 9/82                      Revised: 9/91, 4/94, 3/96, 6/99, 12/01, 05/07