

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: RECORDS SUPERVISOR
DEPARTMENT: POLICE
REPORTS TO: SERGEANT – TRAINING & SERVICES

JOB CODE: 3022
DATE: 2/08

JOB SUMMARY:

Performs administrative and clerical work in organizing and maintaining files and records and supervising subordinates.

ESSENTIAL JOB FUNCTIONS:

Carries out supervisory duties of unit staff in accordance with city, state, and local policies and procedures, including participating in hiring, training in job skills, planning and assigning work, reviewing completed work, and evaluating performance.

Reviews departmental overtime slips; enters sick and annual leave data; compiles weekly payroll reports; oversees the sick and annual leave bank; performs monthly audits between the city and the department; resolves discrepancies.

Oversees the current and archived department files, including scanning and microfilm preparation; develops methods to improve retrievability.

Works with information technology experts to troubleshoot and maintain accurate computer data; provides suggestions for upgrades based on current needs and demands.

Interacts with and responds to inquiries from the public and other internal and external customers; oversees the collection and release of information.

Works with command staff by exchanging information, making recommendations, and taking suggestions; develops short- and long-term goals.

Processes and tracks accounts receivable entries for off-duty police officers outside duty details.

Tracks and verifies court appearances for all sworn personnel; reviews and processes court reimbursement payments from the state; maintains accurate accounts of same.

Processes workmen's compensation and department motor vehicle accident claims; distributes paperwork to other departments, the state Department of Labor, and insurance companies.

Maintains file of intoximeter certification.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
General Office Equipment
Multi-line Telephone

Typewriter
Microfilm Machine
Facsimile Machine

Photocopier
Adding Machine
Calculator

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Four years of progressively responsible administrative experience, which included serving as lead worker over lower-level clerical staff.

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

The incumbent will be required to meet the departmental criteria concerning an extensive background check, a psychological exam, a polygraph exam and oral board interview.

Licenses and Certifications:

Justice of the Peace.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administration of staff and activities, either directly or through subordinate supervision.

General management practices.

Modern office methods, procedures, equipment, business letter writing, and standard clerical techniques.

Computers, including computer applications related to the work.

Applicable state, federal, and local laws, rules, and regulations.

Basic budgetary principles.

Skill in:

Communicating clearly and effectively with others, orally and in writing.

Initiating, maintaining, updating, and organizing assorted types of records and reports.

Preparing clear and concise reports, correspondence, and other written materials.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Dealing courteously and diplomatically with the general public.

Analyzing and resolving office administrative situations and problems.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Composing business correspondence.

Operating general office equipment.

Planning, organizing, and coordinating administrative operations.

Using computers to enter and retrieve information.

Accurately proofreading copy with accompanying knowledge of grammar, punctuation, and spelling.

Selecting and motivating staff and providing for their training and professional development.

Mental and Physical Abilities to:

Maintain a high degree of confidentiality.

Establish and maintain effective working relationships with others.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform duties while typically sitting at a desk or table or while intermittently sitting, standing, bending, crouching, or stooping.

Occasionally lift light or heavy objects.

Perform job under strict deadlines.

Working Conditions:

Work is performed in an office.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.