



RECORDS SPECIALIST

Department:	Marshal's Office	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, performs supervisory and clerical duties in establishing and maintaining the records and records systems of the Marshal's Office.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and supervises police records including verifying ACJIS warrant and property entries, coordinating with the Court on warrant entries; handles and supervises the release of information to a variety of agencies, to businesses and to the public; performs records checks for other agencies, responds to subpoenas for police records as the records custodian.
- Transcribes as needed for internal investigations; takes fingerprints; compiles and distributes a variety of police department reports on a monthly, quarterly, and annual basis; transcribes correspondence and memos dealing with employee issues and department expenditures; attends and provides information needed for meetings.
- Supervises Records clerks, coordinates their time off, checks computer entries and monthly officer case reports; compiles a variety of data for administrative and operational/budgetary reports; performs a variety of office support tasks including copying, faxing, filing, and updating manuals; answer questions and provide information regarding general police operations, and policies and procedures.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

Directly supervises police records support personnel.

MINIMUM QUALIFICATIONS

Education and Experience:

High school or GED equivalent; AND five years full time employment in office dealing with volume records, at least two years specifically dealing with police records: OR any combination of education, training, and experience to provide the desired knowledge, skills, and other characteristics.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license, and a clear criminal record.

- Must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System

PREFERRED QUALIFICATIONS

Knowledge of:

- Town and department policies and procedures.
- Principles and practices of office supervision.
- Modern police filing procedures.
- Streets, buildings, and geography of the Town of Camp Verde.
- Functions, operations, and services of the Marshal's Office and the Town of Camp Verde.
- State statutes and Town ordinances concerning public records, effective administration and individual rights of privacy.

Skill in:

- Operating office equipment including personal computers, ACJIS terminal, two-way radio, typewriter, and 10-key adding machine.
- Using judgment in releasing police information with due regard for right to privacy of victims, need for confidentiality while a crime is being investigated, and the public right to access public records.
- Speaking clearly and in communicating effectively orally and in writing.
- Establishing, updating, and maintaining file systems.
- Meeting attendance schedule with dependability and consistency.
- Communicating clearly and concisely and relaying details accurately.
- Participate in the budget process.

PHYSICAL REQUIREMENTS

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. This classification involves work that requires:

- Work is regularly performed within an inside office environment.
- The noise level is varied but usual to that of an inside office environment.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Strength sufficient to lift, carry and move 25 lbs.

This 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 Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 36