



City of Casa Grande

Public Safety Records Supervisor

GENERAL PURPOSE: Under general supervision, supervises staff and activities of the police records unit of the Police Department.

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.*

- Supervises assigned staff and provides technical support services for the records systems of the Police Department; manages the system functions, adds and deletes system users, and establishes mailboxes and security protocols. Validates data base record entries; troubleshoots systems and applications and oversees technical repairs.
- Trains employees on all record functions, terminal and system usage and equipment, procedures and system upgrades; ensures all records are maintained in accordance with policy and procedures.
- Supervises evidence custodian; conducts or oversees audits and inventories of property/evidence.
- Coordinates, prioritizes and assigns tasks and projects to employees; tracks and reviews work progress and process; evaluates work performance and implements disciplinary actions.
- Reviews trends and practices in law enforcement records systems.
- Acts as Custodian of Records for the Police Department; acts as liaison to other departments and agencies. Supervises preparation and release of requested records in compliance with applicable laws and policies.
- Performs duties of Public Safety Clerk as needed.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Records unit staff and property/evidence custodians.

JOB DESCRIPTION
4106 Public Safety Records Supervisor.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and two (2) year's public safety records management experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
 - Knowledge of Police Department and other enforcement agency's patrol procedures.
 - Knowledge of City geographical area, roads, and the locations of City landmarks.
 - Knowledge of equipment utilized in public safety communications including radio, telephone and dispatch equipment, and the use of radio codes and call letters.
 - Knowledge of City, state, and Federal laws, and of Department policies and procedures as they relate to public safety records and property/evidence storage and preservation.
 - Knowledge of business and personal computers, and specialized software applications.
 - Knowledge of supervisory principles, practices and methods.
 - Knowledge of the principles of record keeping and records management.
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- Skill in handling multiple tasks simultaneously, under pressure, and in emergency situations.
 - Skill in obtaining information from hostile or emotional citizens.
 - Skill in determining priorities and handling high-pressure situations.
 - Skill in communicating clearly and concisely, and relaying details accurately.
 - Skill in remembering names, numbers and locations, and reading maps quickly and accurately.
 - Skill in handling high volume of telephone calls.
 - Skill in operating a personal computer utilizing a variety of business software.
 - Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Operator Certification for NCIC & ACJIS access is required; depending on the needs of the City, incumbents in this classification may be required to obtain and maintain additional licenses or technical certifications.

Physical Demands / Work Environment: Standard office environment. May occasionally be required to lift 35-40 pounds.

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