POLICE RECORDS & PROPERTY ADMINISTRATOR

DEFINITION
Under general direction, oversees, supervises, plans and coordinates the activities and operations of the Police Records Division; performs various administrative and operational activities, including recommending and implementing section objectives, priorities, budgets and schedules.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
• Plans, organizes, coordinates and manages activities of the Police Records and Property/Evidence division;
• Ensures compliance with and disseminates information regarding records, property and evidence policy, procedures and regulations as established by the policy and procedure manual, the Penal Code and applicable laws;
• Liaisons between Police records and entities including Police/City Administration, local/state/Federal law enforcement, Court systems and City Attorney;
• Certifies compliance with local, state and federal regulations as pertaining to Criminal Offender Record Information;
• Resolves questions on the maintenance, retention, distribution and release of confidential criminal records or reports in accordance with state and Federal regulations;
• Oversees the preparation of and verifies accuracy of statistical reports and correspondence;
• Responds to, researches and resolves customer complaints;
• Prepares performance evaluations and recommends discipline for assigned staff;
• Prepares division budget, reviews, recommends and approves division’s purchase requests;
• Possesses ongoing overall management responsibility
• Recommends policy and plans for the evaluation and analysis of new technology for the unit and other associated areas of the department which interface with regional systems;
• Inspects personnel and equipment and coordinates special investigations on department problems;
• Acts as the Department’s Agency CLETS Coordinator for both state and national law enforcement computer and telecommunication systems; attends and participates in professional group meetings;
• Maintains awareness of new trends and developments in the field of Records Management and incorporates new developments as appropriate into programs.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
• Knowledgeable of applicable City, County, State and Federal statutes, rules, ordinances, codes and regulations governing police records, quality customer service techniques and concepts, confidential records and file management, and of management and/or supervision principles;
• Skilled in managing, delegating and evaluating work of staff, prioritizing and scheduling work activities, providing and following oral and written instructions and in establishing and maintaining effective working relationships;
• Ability to effectively communicate verbally and in writing in English with all levels of staff, and perform essential duties with little to no immediate supervision;
• Proficient in the use of a personal computer and electronic devices to include MS OFFICE WORD, EXCEL, OUTLOOK and other industry-related software to perform essential job duties.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 25 pounds. May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A Bachelor’s degree from an accredited four-year college or university in Public or Business Administration, Criminal Justice or closely related field, AND five (5) years of progressively responsible experience in maintaining public records, customer service in law enforcement, including two (2) years at a supervisory level; OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver License.