

Class Code: E13  
City of Anaheim  
Class Specification

Classification  
POLICE RECORDS SUPERVISOR

DEFINITION:

Under general supervision, to serve as a working shift supervisor over a records unit; to develop work procedures of the unit; and to perform the more complex records and report preparation duties; and supervise the front counter operations of the Police Department.

EXAMPLES OF DUTIES - Depending upon area of assignment, responsibilities and duties may include, but are not limited to, the following:

Makes work assignments, sets priority for, trains and reviews the work of records unit and front counter personnel.

Conducts performance evaluations.

Recommends discipline of subordinate employees.

Develops weekly schedule of rotational work assignments of personnel assigned to shift.

Establishes standards of performance for each position supervised.

Explains policies, procedures and objectives of the unit to staff by written directive and by oral communications.

Develops and implements division policies and procedures.

Develops staff development programs.

Develops work procedures and forms, as assigned, implementing upon approval of manager.

Ensures accurate maintenance of the Records Management System (RMS) and Filenet.

Troubleshoots and corrects problems with the Records Management and Filenet systems and coordinates the resolution of more difficult problems and modifications with the Systems Specialist.

Performs the more difficult work of the unit.

Compiles a variety of statistics and periodic reports.

Performs the full range of records clerical duties assigned to positions in the class of Police Records Specialist.

As assigned, maintains and monitors program accounts affecting division purchasing activities and/or prepare and monitor the Records Bureau budget.

As assigned, schedules and monitors the training activities of the bureau.

As assigned, coordinates the records storage, release, sealing and destruction functions of the bureau.

As assigned, coordinates activities related to the transfer of police records maintained on the manual system to the computerized Records Management System.

As assigned, works with computer system consultants in developing data entry programs and procedures.

As assigned, develops and implements procedures and training manuals related to the computerized Records Management System.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Progressively responsible experience performing police records clerical work to include some lead experience.

Knowledge of: Modern office equipment and procedures; English usage, spelling, grammar and punctuation; basic math; advanced record keeping methods; basic principles of supervision and training; rules of alpha and numeric filing; teletype procedures, rules and regulations; police terminology and law enforcement codes; telephone procedures and etiquette; the Records Management System and Filenet operations; computer operations.

Ability to: Maintain accurate records and files; effectively operate and assess and troubleshoot problems associated with the Records Management System and Filenet; define problems and recommend effective alternatives; read, understand and apply difficult materials; proofread and detect errors in records processing work; establish office procedures and record keeping systems; understand pertinent procedures and functions quickly and apply them without immediate supervision; speak clearly and distinctly; maintain records of budgetary expenditures; prepare clear, concise and easily understood narrative and statistical reports; compose memos and office procedures; operate a typewriter keyboard and/or computer terminal with accuracy; perform a full range of police records clerical duties; serve the public by telephone and at a public counter in situations which may be stressful; plan, schedule, make work assignments, set priorities for, and train, evaluate, select and recommend discipline of subordinates; establish and maintain effective relationships with those contacted in the course of work.

NOTE: Positions in this class represent the full working supervisory level.

Positions in this class are assigned to varied work shifts.

Incumbents are trained in matron duties; however, such duties are normally performed only in training and emergency situations.

Supervision Received: Works under technical supervision of the Police Records Manager who gives general directions and periodically reviews work in progress and completed work.

Supervision Exercised: Positions in this class exercise supervision over other employees by making assignments, setting priorities, training and reviewing the work of subordinates.

Incumbents prepare performance evaluations, participate in staff selection and recommend discipline of employees.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Police Records Manager or a related class.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.