

JOB ANNOUNCEMENT

City of Treasure Island, Florida

TITLE OF POSITION: POLICE RECORDS COORDINATOR
DEPARTMENT: POLICE
GRADE: 8
SALARY: \$14.37 – \$21.45/hour
VACANCY: July 24, 2019
CLOSING DATE: Open Until Filled

GENERAL DESCRIPTION:

Advanced and varied clerical work in support of Police Department Records operations. This position acts in the capacity of a customer service representative regarding the municipal services provided for by the Department. Work is performed under the immediate direction of the Police Lieutenant.

ESSENTIAL JOB FUNCTIONS:

1. Receives, prepares and files as appropriate written or electronically generated reports created and submitted in the regular course of business, including proofreading, labeling, and determining that all initial and supplemental reports/ forms are present.
2. Answers the Police support services telephone. Receives requests and transfers calls to department members. Contacts by phone the State Attorney or other law enforcement agencies, insurance companies and City residents or businesses.
3. Provides copies to department members as requested.
4. Prepares records for off-site records storage as necessary.
5. Forwards all misdemeanor reports to the State Attorneys' office as required by agency policy, state statute or other directive or instruction.
6. Responds to subpoenas and other court orders as directed.
7. Forwards all applicable reports to the Florida department of highway safety and motor vehicles (hearing office) as necessary for driver's license hearings.
8. Maintains familiarity of the Florida public records law and provides verbal or written dissemination of agency reports as required under the same.
9. Provides copies of reports and other information as requested to other law enforcement or criminal justice agencies.
10. Enters traffic, marine, and DUI citations into the agency data base on a daily basis.
11. Manages parking citations and disputes on a daily basis.
12. Maintains and disseminates traffic transmittal reports to the appropriate court clerks on a daily basis.
13. Receives criminal/traffic and civil process subpoenas for department members.
14. Insures that subpoenas are received in compliance with Florida statutes.
15. Maintains the subpoena log (for initial entries) and department court calendar.
16. Enters and maintains officer unavailability information for court onto appropriate log.
17. Data entry to include, but not limited to, inventory records, training records, evidence records, and other data fields as directed by the Police Lieutenant.
18. Processes requests.
19. Assists the Office Manager as directed.
20. Assists the Police Property and Evidence Coordinator when necessary.
21. Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess considerable knowledge of business English, punctuation, arithmetic, and spelling; as well as modern office practices and procedures; performs data entry or conventional typing at 40 wpm. Familiar with Microsoft Word and Excel programs.
- Ability to acquire familiarity with law enforcement terminology.
- Ability to work independently and to carry out assignments to completion with minimum supervision.
- Ability to adhere to prescribed routines and practices, maintain complex records, and to make reports requiring extreme accuracy.
- Ability to maintain regular attendance.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to make mathematical computations with speed and accuracy.
- Must be of good moral character appropriate for a position in law enforcement.

EDUCATION AND EXPERIENCE:

Graduation from high school or successful completion of a GED. Two (2) years' experience in records keeping/processing or any equivalent combinations of education and experience in records management. Preference will be given to candidates with experience working in the Records Division of a Police Department.

A comparable amount of training, education or experience may be substituted for the above minimum qualifications.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Maintains a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without corrections)

Acceptable hearing (with or without aid)

Ability to communicate both orally and in writing.

Ability to access, input and retrieve information from a computer.

Ability to sit or stand for long periods. Ability to bend and retrieve records from file cabinets.

ENVIRONMENTAL CONDITIONS:

Works in an office environment.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)