



JOB ANNOUNCEMENT

City of Treasure Island, Florida

POLICE RECORDS COORDINATOR

DEPARTMENT: Police Department **JOB TYPE:** Full Time / Non-Exempt
SALARY: \$14.66 - \$21.88/hour **PAY GRADE:** 8
CLOSING DATE: Open Until Filled

GENERAL DESCRIPTION:

Advanced and varied clerical work in support of Police Department Records operations. This position serves as the Custodian of Records, and acts in the capacity of a customer service representative regarding records services provided for by the Department. Work is performed under the immediate direction of the Senior Detective.

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 electronically scanning support documents and determining that all initial and supplemental reports and documents are present.
2. Maintains familiarity of the Florida public records law and provides verbal or written dissemination of agency reports as required under the same.
3. Answers the Police Records services telephone. Receives records requests and transfers calls to department members as necessary. Contacts by phone records requesters to include the State Attorney or other law enforcement agencies, insurance companies, and City residents or businesses.
4. Provides copies of current police records to department members as requested.
5. Prepares and receives records for and from off-site records storage as necessary.
6. Forwards all traffic, felony, and misdemeanor reports to the State Attorneys' office as required by agency policy, state statute or other directive or instruction.
7. Receives, responds to, and processes all subpoenas and other court orders to include criminal, traffic, and civil process subpoenas as directed, and in compliance with Florida Statutes, Department policy, and department directives.
8. Enters traffic, marine, and DUI citations into the agency data base on a daily basis.
9. Forwards all traffic, marine, and DUI citations and reports to the Florida Department of Highway Safety and Motor Vehicles (hearing office) as necessary for driver's license hearings.
10. Provides copies of reports and other information as requested to other law enforcement or criminal justice agencies.
11. Manages parking citations and disputes on a daily basis, and routes applicable information

- to the appropriate departments.
12. Maintains and disseminates traffic transmittal reports to the appropriate court clerks on a daily basis.
 13. Ensures that subpoenas are received in compliance with Florida statutes.
 14. Enters subpoena information and maintains the subpoena log and department court calendar to include officer unavailability information for court.
 15. Reviews, manages, and distributes Microfiche records according to Florida Statute and legal guidance.
 16. Maintains the Department Records Destruction Log.
 17. Data entry as directed by the Police Senior Detective.
 18. Performs related work as required and as directed by the Police Senior Detective.

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 simple 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 clearly both orally and in writing.

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

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.