

CITY OF FONTANA POLICE RECORDS SUPERVISOR

DEFINITION: Under direction from the Police Support Services Supervisor and other Police supervisory and management staff, organizes and supervises Police Records operations; ensures compliance with the requirements of the Security and Privacy Act; and performs a variety of duties relative to assigned areas of responsibility. Exercises technical and functional supervision over assigned non-sworn clerical staff.

ESSENTIAL FUNCTIONS: Incumbent must have the ability to:

- Provide supervision to police records staff; provide required training, recommend advancement and termination of assigned employees.
- Supervise the processing and maintenance of police records, reports and official documents; ensure compliance with the Security and Privacy Act.
- Participate and recommend policy and procedure revisions; recommend modifications to goals and objectives.
- Provide assistance to Department personnel and the general public; answer records related questions, provide needed information and respond to report requests.
- Operate a computer terminal and related software to type, enter, modify and retrieve a wide variety of police reports and records, letters, registrations and other documents; issue permits and licenses as required; operate required office equipment.
- Perform computer system manager functions such as user account creation/deletion; terminal and node creation; computer updates of employee information; audits of the use of the CLETS and MDC systems.
- Record, file and process police records, reports and materials including memos, letters, forms, reports, complaints, booking information, warrants, subpoenas, citations, and crime and traffic reports.
- Prepare warrant abstracts and special reports; review files and documents for completeness and accuracy of information.
- Review and approve computer system printouts for accuracy; update computerized file information; perform computer back up procedures as required.
- Perform a variety of general clerical tasks including ordering, receiving and distributing police department supplies; prepare photo identification cards; answer phones and take fingerprints as needed.
- Interpret and apply Federal, State, and local policies and procedures, laws and regulations.
- Work weekends, shift work, holidays as needed.
- Supervise, train, and evaluate assigned staff.
- Conduct file searches for specific documents.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data, using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and using the computer, and acute hearing is required when providing phone and customer service at public counter. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Principles of supervision and training.
- Federal and State laws, City ordinances and Departmental regulations, including privacy and security requirements.
- Principles and practices of police records management.
- Modern police practices and methods.
- Modern office procedures, methods, computer equipment and related software.
- Automated record keeping and word processing systems.

Experience: A minimum of three (3) years of general clerical work experience preferably with a police related organization.

Education: Equivalent to the completion of the twelfth grade or GED supplemented by additional coursework in office practices or a closely related field. Completion of the POST Records Clerk Course preferred.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid Class "C" Driver's License.