



Cow Creek Government Office

Position Description

Position Title: Police Records Specialist

Department: Police

Reports To: Police Chief

FLSA Designation: Non-exempt

POSITION PURPOSE:

The Police Records Specialist processes, reviews, and enters criminal justice data into law enforcement systems. The Police Records Specialist coordinates the day-to-day activities of the Police Department records function, answers phones, and assists the police officers with data requests.

ESSENTIAL FUNCTIONS:

- Receives the public in person or by telephone relating policies, procedures and police department information to the public. Must have the knowledge to direct the public to other community resources as needed.
- Responsible for a variety of word processing assignments including correspondence, reports, forms and simple tabulations, other material; proofreads documents.
- May be assigned and must be able to skillfully manipulate a data management system to enter, update, display, edit, search, purge or expunge information recorded in the electronic processing system.
- Provides and obtains information by teletype at the request of police department personnel and other criminal justice agencies.
- Operates a variety of office machines including adding machines, copy machines, computers, recording machines and related equipment.
- Interprets and enters complex criminal justice information into computer data storage system. Considerable procedural knowledge is required to assure data entry is complete and accurate. Organizes and distributes requested legal documents and/or reports to criminal justice agencies.
- With accuracy enters complaints, case report information, traffic citations and warnings into a CAD/Records Management system. Retrieves information from the computer system for police department personnel and other criminal justice agencies.
- Develop a working knowledge of criminal and civil law. Keeps informed on current changes in law, court decisions, and current crime trends and problems.
- Assists in processing, managing, and securing property and evidence in a secure manner as needed.
- Maintain LEADS certification as department LEADS representative.
- Other department duties as assigned.

QUALIFICATIONS:

- High school diploma and
- 3 years' experience working in police records required.
- Strong computer knowledge in Word, Outlook, Excel, Publisher.
- Excellent knowledge of relevant laws, including City, State, and Federal.
- Law Enforcement Data System (LEDS) entry experience required
- Current and valid Oregon Driver's License with the ability to qualify for the Drivers Program.

Position Minimum Requirements

{Continuous --67-100% of the day. Frequent -- 34-66%. Occasional -- 6-33%. Intermittent -- 1-5%}

1. SITTING - (Percent of time or hours per day? Surface? Foot controls?) **Frequently**

2. STANDING - (Percent of time or hours per day? Type of surface? Duration at one time?) **Frequently**

3. WALKING - (Percent of time or hours per day? Surface? Distance?) **Occasional**

4. POSITIONS - (Can worker change positions frequently? Occasionally?) **Yes Intermittent**

5. LIFTING & CARRYING - (Weight? Type of object(s)? Frequency? Distance?) **Intermittent up to 50#s**

6. PUSHING/PULLING - (Weight? Type of object(s)? Times per hour? Distance) **Intermittent**

7. REACHING/HANDLING - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?)
Occasional

8. BENDING/SQUATTING - (Frequency? From Waist? Knees? Duration?) **Intermittent**

9. TWISTING - (From what body part(s)? Frequency? How far? Work being done?)
Occasional

10. CLIMBING - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Intermittent**

11. CRAWLING - (Surface? Frequency? Distance?) **Intermittent**

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.) **Position is performed inside a temperature-controlled facility. May work around moving mechanical parts.**

<input type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<input checked="" type="checkbox"/>	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
<input type="checkbox"/>	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

HR REPRESENTATIVE

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.