

**CITY OF SALEM  
RECORDS SPECIALIST**

**00400  
20400  
40400**

**NATURE OF WORK**

This is complex and difficult clerical work of a specialized, technical nature requiring the incumbent to exercise considerable independent judgment.

Work involves responsibility for the operation of a complex recordkeeping and management information system which contains highly confidential material. Work involves the interpretation and determination of input data, user needs, and system capabilities and procedures. Assignments require independent judgment based upon a thorough knowledge of the recordkeeping system and of the procedures and informational needs of a public safety department. Work often involves interpretation and training of various procedures and regulations to other personnel. Work includes tasks designed to assist an administrative superior in gathering factual information and preparation of written communications and reports. Assignments are received in the form of general outlines or desired results, and the employee is expected to develop methods of routines.

**ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all the duties listed, and many positions will involve duties which are not listed.)

Acts as liaison between the Salem Fire or Police Department and LEADS or other computerized reporting or geobase systems. Coordinates work and assists in design new systems and procedures. Identifies and presents problems and possible solutions to outside cooperative computer system agencies. Reviews computer system for audit purposes. Makes corrections as necessary.

Trains personnel in systems operations and instructs personnel in entering data, file searches, and problem areas.

May direct the work of subordinate Police Records Technician positions. Processes various reports. Enters data into computer system using terminal entries.

Assists other administrators in the modification of existing computer systems.

Prepares reports outlining procedures, methods, staffing needs, and work priorities.

Performs other related work as required.

**WORK QUALIFICATIONS**

Considerable experience of a progressively responsible clerical nature, including personal computer systems; graduation from high school supplemented by additional course work at the junior college level in computer technology; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Thorough knowledge of business English, spelling, punctuation, and arithmetic.

Thorough knowledge of modern office equipment practices and procedures.

Considerable knowledge of record systems based upon computer technology.

Considerable knowledge of the principles and practices associated with computer recordkeeping systems.

Skill in the use of the typewriter and computer terminal.

Ability to maintain complex clerical records and to prepare reports.

Ability to plan, organize, and supervise the work of subordinate employees.

Ability to use independent judgment in making decisions.

Ability to analyze information, identify needed modifications, and implement them to ensure computer system maintenance.

Ability to establish and maintain good relations with other employees and the public.

Some positions may require possession of a valid Oregon driver's license or Class 4 license and the ability to meet City driving standards.

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Personnel Director