

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Police Records Supervisor	CLASS. CODE: 0409
DEPARTMENT:	Police	FLSA: E
REPORTS TO:	Captain	DATE: 7/1/2002

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**Job Summary:**

Provides leadership and administrative oversight of staff in assigned sections of the police department with varied and technical record keeping functions. Provides technical, logistical and resource management support.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Leads, plans, organizes, assigns and reviews the work of shift supervisors and clerical staff engaged in processing varied and standardized material. Creates, revises, and suggests new procedures and changes in workflow.
2. Analyzes, evaluates, and advises in interpretation of state and federal privacy and security laws as related to records.
3. Researches, develops and implements practices and procedures to utilize computerized record keeping capabilities.
4. Acts as liaison between other law enforcement agencies and the police department in the area of records maintenance; provides training as needed.
5. Develops policies and procedures for records sector; initiates, coordinates, develops and implements training programs to assure adherence to state, city, department, and section policies and procedures.
6. Prepares and monitors the budget and prepares reports as required.
7. Administers and coordinates in the recruitment, selection, and training of subordinate personnel, the preparation of performance evaluations, and disciplinary actions for supervisors and employees within the records section.
8. Represents the department with statewide Law Enforcement Data Systems (LEDS).

**Important Job Functions**

1. Attends meetings and various training seminars and conferences as required.
2. Performs other duties as required by supervisor.

**MATERIAL AND EQUIPMENT USED:**

- LAN computer/video and document imaging systems.
- Radio
- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in public administration, computer science, business administration or a related field; and, Five (5) years of experience in a related field; or,

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Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Valid Oregon Drivers License
- LEADS certification (ability to acquire within 30 days of employment)

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Police department regulations, procedures, and ordinances or the ability to acquire within the probationary period.
- Computerized record and workflow systems.
- State and federal privacy and security laws as related to police records.
- Budget procedures and principles of supervision.
- Contemporary office practices and procedures and basic office software products.

**Ability to:**

- Plan, organize and supervise the work of subordinate employees.
- Develop, implement and evaluate programs and procedures and actively participate in departmental management planning.
- Use LAN, document imaging, document scanners and telecommunication equipment.
- Analyze and manage data processing applications effectively.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 30 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.