



Job Vacancy

Police Records Specialist Police Department

Job Description: Under occasional supervision, performs various clerical activities related to the maintenance and processing of criminal records. Provides delegated oversight over the Records Unit as required to maintain standard of operations. Responsible for collecting, managing, and reporting required crime statistics to SLED and the FBI. Performs assorted clerical duties such as filing, preparing copies, typing, answering telephones, assisting the public, etc.

ESSENTIAL JOB FUNCTIONS:

- Performs delegated oversight over the Records Unit as required to maintain standards of operations and ensuring policies and procedures are being met, which includes reviewing work for accuracy, providing assistance, and planning daily schedules.
- Compiles data and crime statistics for local, State, and Federal reports, ensuring that the reporting process is in accordance with Federal and State guidelines.
- Responsible for receiving, reviewing for accuracy and filing all incident and accident reports; filing cards, reports, and other records; entering data through utilization of a computer; performs related duties; ensures that processes are in accordance with Federal and State guidelines.
- Assists the public with records, such as making copies of incident and accident reports, collecting fees for copies, locating information, providing directions, fingerprinting, etc.
- Records checks and monies received as required.
- Answers incoming correspondence, as needed.
- Conducts record research as necessary in locating and compiling information as requested.
- Interacts and communicates with various individuals and agencies, such as the general public, other police departments, police officers, military recruiters, and immediate supervisors in order to provide and exchange information.
- Handles correspondence associated with accident reports and other records.
- Answers incoming calls, performs various related duties, such as providing guidance and assistance, routing calls to appropriate personnel, department or agency, taking messages, etc.; provides information and assistance to visitors, or refers same to appropriate personnel, department, or agency.
- Types various documents, such as letters, memorandums, reports, etc. for the Chief and other Police Department staff; prepares lesson plans and training memorandums for Training Officer, as needed; types and updates policy and procedure manuals for Police Department; types case reports and statements for the Detective Division; etc., as needed.
- Prepares, maintains, and copies reports and files for General Sessions Court, jury trials, preliminary hearings, Public Defenders, etc.
- Compiles data and information for monthly reports.
- Assist with the ordering and inventorying of supplies and materials for the department.
- Assist with preparing and submitting payroll documents when needed.
- Operates and utilizes various types of machinery and equipment in the performance of duties, such as typewriter, computer, calculator, facsimile machine, paper shredder, postage machine, copier, etc.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

PREFERRED EDUCATION AND EXPERIENCE REQUIREMENTS:

High School Diploma or GED equivalent, supplemented by five (5) years of experience which provides knowledge in computer operations and clerical skills; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Must maintain certifications and training as mandated by the Department.

Application for Position: Applicants interested in this job opportunity may apply online at www.lancastercitysc.com (employment tab) Position Open Until Filled. EOE.

Position May be Subject to the Following Background Checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

| Grade | Salary Range | | |
|--------------|---------------------------|--|--|
| 206 | \$15.33 to \$19.16 | | |