

SUPERVISOR OF POLICE RECORDS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position, the primary duty of which is supervising the work of Departmental Records Clerks in processing departmental records and reports of activities. The incumbent in this position is responsible for managing the functions of the records division of the department, including records processing, directing and assigning work to subordinates and evaluating the work performance of all Departmental Record Clerks. The Supervisor of Departmental Records reports to and has work reviewed by the Chief of Police or his designee.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the central records division of the police department and provides support to the Patrol and Investigation Divisions. Recommends management policies, goals, and objectives for the records division. Supervises the processing of incoming mail for the department and sees that it is sorted and distributed to the proper person, section, or office. Reviews other incoming material or documents to be filed and sorts according to subject matter. Oversees the processing of departmental records and reports, and checks them for completeness, accuracy, and conformity to established procedures. Ensures that departmental records are filed accurately and organized either alphabetically, numerically, chronologically or by code. Supervises search and retrieval of information or documents from files. Keeps records on the location of material removed from files, and to whom materials were distributed. Traces and recovers missing files. Extracts information or summarizes contents of files for use by department personnel.

Provides for the preparation of letters, forms, memos, statements, formal reports, or any other documents assigned to the records section. Proofreads typed material and corrects errors. Composes routine correspondence or letters in response to inquiries or to address the needs of the division. Reads graphs, charts, manuals, records or related documents and compiles data to be organized for use in writing reports. Personally completes all forms, records or reports assigned to the position. Develops new procedures for office functions when needed.

Enters routine information into accounting records, personnel records or related records of the department. Audits, corrects and submits reports as required for the efficient operation of the division. Acts as a liaison to the court system and processes subpoenas and court ordered expungements. Posts items into journals, ledgers or other accounting records and balances these at the end of the month. Accounts for the money and assets of the records division by reconciling and depositing monies collected for reports, fingerprints or alarm billings. Orders and distributes supplies for the division, as needed. Oversees and participates in the operation and maintenance

of computer terminals, computer scanning equipment, copy and facsimile machines, word processors or any other equipment used in the records division. Utilizes computer software and applications to maintain files, make mathematical calculations and process documents.

Supervises the work of Departmental Records Clerks assigned to the records division. Holds meetings with subordinates for the purpose of receiving reports and disseminating information. Assigns work schedules, and approves leave. Provides for the regular inspection of equipment or personnel assigned to the division. Develops a training program and provides training and technical assistance to subordinate records division employees. Evaluates the work performance of subordinate employees, writes performance evaluation reports and discusses the evaluation with the employee. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Answers questions or complaints from subordinates related to payroll discrepancies. Discusses the work performance of subordinates with superiors and recommends disciplinary action to the appointing authority, as needed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Departmental Records Clerk immediately preceding closing date for application to the board.

MUST MEET ONE OF THE FOLLOWING TWO REQUIREMENTS

EITHER

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least ten (10) years of

continuous service in the class of Departmental Records Clerk, with the Monroe Police Department, immediately preceding closing date for application to the board.

OR

Must provide evidence of successful completion of a two (2) year associate degree program, in a related field, from an accredited college or university. Must also have at least six (6) years of continuous service in the class of Departmental Records Clerk, with the Monroe Police Department, immediately preceding closing date for application to the board.