



9605 NE 24th Street • Clyde Hill, Washington 98004
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CITY OF CLYDE HILL

JOB DESCRIPTION

JOB TITLE: Police Records Specialist
DEPARTMENT: Police
CLASSIFICATION: Full-Time
CLOSING DATE: March 8, 2019 at 5:00PM

To apply, please send a cover letter and your resume to police@clydehill.org no later than 5:00PM on the closing date.

GENERAL RESPONSIBILITIES

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the police staff, and assisting in the administration of the standard operating policies and procedures of the Police Department.

SUPERVISION RECEIVED:

Works under the supervision of the Police Chief and Police Lieutenant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, data processing, and bookkeeping.

Answers incoming calls and routes callers or provides information as required.

Receives the public and answers questions; responds to inquiries from citizens and others and refers, when necessary, to appropriate persons.

Inputs data to standard office and department forms; makes postings to various reports such as annual reports, incident reports, crime reports; compiles tabulated data.

Coordinates and disseminates public records requests per the City's policy and state law.

Operates listed office machines as required.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records, and indexes using moderate independent judgment. Record destruction per state retention schedule.

Schedules appointments, and performs other administrative and clerical duties.

Issues CPL and other Police-related permits.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent with specialized course work in general office practices and office management, and
- (B) Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- (D) Must be able to pass a criminal background screening

TOOLS AND EQUIPMENT USED

Multi-line phone system, personal computer including word processing and database software; copy machine; scanner; postage machine; fax machine; calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; job related skills testing; oral interview and reference check may be required.

SALARY & BENEFITS

2019 Monthly salary range: \$4,500 to \$5,500

City Paid Benefits Include: Employee Health Insurance (90%)
Employee Dental Insurance (100%)

Employee Disability Insurance (100%)
\$5,000 Life Insurance
Employee Assistance Program
State Retirement System
Social Security

An additional (appx) \$820 per month is provided for the employee to use in the City's Flexible Benefits Plan (Cafeteria Plan)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CLYDE HILL POLICE DEPARTMENT

POLICE RECORDS SPECIALIST Examples of Additional Specific Duties

Specific Duties, including but not limited to:

- Records checks for police applicants at outside agencies
- Alarm card tracking/letters
- False alarm tracking/info sheets/letters/billing
- Daily logs/Recap sheet
- Process case reports, including merge and scanning, forwarding of case reports to other agencies, DOL, Prosecutor's office, etc. – as needed
- Parking NOI entry into LERMS
- Council Packets (including monthly summaries, activity sheet, case summaries and NOI/CITE summaries)
- NIBRS Reports
- WACIC entries (warrants, restraining orders, stolen items)
- Assist with police testing
- Coordinate with Kirkland Municipal Court for prisoner transport, subpoenas, warrant recalls, etc.
- Disposition forms and fingerprint arrest cards
- ACCESS Level 2 certified
- 40-hour Law Enforcement Records certification through CJTC
- Department TAC
- WSP ACCESS triennial audit
- Requests to outside agencies for record information
- Case destruction/purging, according to state retention schedules
- Assist officers with research and case follow-up
- Maintain and order supplies, including office and evidence supplies
- Notary Public
- Member of City's emergency preparedness team
- Annual city audit point of contact for the police department

- Serve as account administrator for services such as SECTOR, DAPS, LInX, Leadsonline, etc.
- Assist with preparation and email of Police Sentinel newsletter
- Other tasks as assigned by the Chief of Police