



CITY OF SANDY JOB DESCRIPTION

POSITION TITLE:	Records Specialist
DEPARTMENT:	Police
FLSA STATUS:	Non-exempt
SALARY RANGE:	120
REPRESENTATION:	Sandy Police Association

GENERAL POSITION SUMMARY:

This position provides specialized Records support for the Sandy Police Department in a busy, fast paced environment. The ideal candidate for this position will be detail-orientated and have the ability to manage multiple tasks simultaneously and perform their work while dealing with multiple interruptions

ESSENTIAL JOB FUNCTIONS:

- Handle calls for service; both telephone and in person. Transfer to appropriate individual or Agency.
- Dispatch non-emergency calls and lobby contacts via CCOM or CAD software.
- Use LEDS and NCIC software to perform background checks for approved individuals and agencies.
- Make entries/clearances into LEDS/NCIC of stolen property, vehicles, missing persons, etc.
- Perform data entry of police reports and traffic citations. Archive and retrieve police reports for distribution to appropriate agencies and the District Attorney's Office.
- Provide Fingerprinting services to the public.
- Process Vehicle Releases for impounded vehicles.
- Process Public Record Requests pursuant to OR 192.324(2) and follow ORS guidelines to properly redact or withhold sensitive information.
- Process Officer subpoenas, maintain the Court calendar and resolve scheduling conflicts.
- Register Sex Offenders for Clackamas County per Oregon State Police guidelines.
- Take payments for Police Reports, Vehicle Releases, Alarm Permits, etc. and maintain cash and credit logs.
- Process Department of Human Services (DHS) referrals per ORS guidelines and maintain confidentiality of their records.
- Follow Criminal Justice Information Systems (CJIS) guidelines for allowing visitors into the building and allowing persons near computer monitors and sensitive data.
- Prepare Conference & Training rooms for meetings and clean up afterwards.
- Provide citizens with a variety of non-Law Enforcement information such as Road Conditions, Local Events, Directions, Phone Numbers, Traffic & Transportation information, etc.
- This position requires reading police reports that can contain graphic descriptions of violence, sex abuse, child and animal abuse. Records personnel will sometimes see photos that are graphic and/or contain disturbing images.

- Use of considerable discretion and application of specialized knowledge in recording accurate information, securing confidential records and adhering to responsible archival and dissemination procedures. Although work is performed in accordance with established rules and procedures, Records personnel must exercise considerable judgement to perform assigned work thoughtfully and critically.
- Establish and maintain positive working relationships with co-workers and the public.

JOB SPECIFICATIONS:

Mandatory Requirements:

- High school diploma or GED equivalency.
- Minimum of 3 years experience in an office setting.
- Prior office experience in Law Enforcement setting is desirable.

Necessary Knowledge, Skills and Abilities:

- Ability to type a minimum of 45 wpm.
- General knowledge of computer applications and the ability to learn the various police department computer applications.
- General knowledge of basic office equipment.
- Ability to perform assigned tasks in an efficient and timely manner while focusing on attention to detail.
- Ability to perform all duties using courtesy, tact and a professional demeanor.
- Ability to perform all duties in compliance with department policies and procedures.
- Ability to obtain and maintain LEADS certification.
- Ability to communicate effectively, multi-task and cope with stressful situations.
- Ability to maintain confidentiality of Police archives/records.
- Ability to read, comprehend and follow simple and complex oral and written instructions.

Special Requirements/Licenses:

- Must possess or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the Department's security clearance standards, including Reference check, and Criminal History background check.
- Must be able to obtain Criminal Justice Information System (CJIS) clearance and must be maintained throughout employment.
- Must be able to pass test to obtain Law Enforcement Data System (LEADS) certification within 30 days of hire.

SUPERVISION RECEIVED:

Works under the direction of the Police Records Manager.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position.

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 job functions.

- Frequently required to sit and talk or listen.
- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Over 50% of the work period involves the ability to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally lift and/or move up to 25 pounds. Reaching, bending, stretching and handling objects as required to file.
- Specific vision abilities required by this job includes close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

General office computer/equipment including, but not limited it, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, calculator, and telephone.

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.

- Work is performed mostly in an office setting in well-lighted, temperature-controlled office environment.
- The noise level in the work environment includes dispatch/radio transmissions, phone calls and frequent interruptions. Customer contact is high. These interactions may reach moderate noise levels.
- Records personnel frequently deal with difficult, angry, or frustrated individuals. Many are angry over situations that are non-Police related and cannot be solved by Records staff or Law Enforcement.
- Records personnel frequently deal with mentally ill individuals and others who may not respond to calm reasoning.



**CITY OF SANDY
JOB DESCRIPTION**

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.

Ernie Roberts
Police Chief

Adopted: 09/01/2012
Revised: 04/19/2016
Revised: 11/22/2017
Revised: 11/19/2018

This 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.

Employee

Date