



CITY OF KYLE

An Equal Opportunity Employer
POSITION DESCRIPTION

Position: **Records Specialist**

Employment Status: Full-time
FLSA Status: Non-Exempt

Dept. /Div: Adm. - Police
Reports To: Support Services Manager

GENERAL STATEMENT:

Under general direction, performs complex clerical and technical work with a great deal of independence to facilitate the mission of the Kyle Police Department; performs specialized law enforcement and other criminal justice records data entry, maintenance, verification and retrieval duties in response to internal and external customer requests.

ESSENTIAL FUNCTIONS:

- Performs office management duties; organizes, develops and implements procedures for executing various administrative assignments.
- Prepares/receives correspondence, reports or other work products; notarizes documents
- Reviews incoming correspondence for items of special interest to supervisors; determines when pertinent materials for files need to be attached based upon a thorough knowledge of program activities; composes departmental correspondence.
- Responsible for the maintenance of official records and files of the department, including the Records Management System (RMS) and Computer Aided Dispatch system (CAD), online/internet systems, email service requests, Open Records requests; departmental correspondence and other records/files as assigned.
- Prepares statistical reports, documents, and graphs
- Answers telephone, greets the public, sends/receives facsimiles, provides and receives written and verbal information to the public, responds to citizen service requests, directs inquiries, complaints, and/or other requests to appropriate city department, employee or official.
- Primary responsibility for coordinating and purchasing supplies, processing invoices, securing quotes, communicating with vendors, etc.
- Maintains utmost confidentiality as to city matters in dissemination of information.
- Responsible for petty cash fund

- Generate and verify Uniform Crime Report; verify records, data and report summaries entered into the various departmental databases by staff.
- Prepare various printouts and reports for police staff, other City departments, the general public, and other agencies as necessary; respond to court orders.
- Attend and participate in training seminars and programs: continually keep abreast of changes in procedures, regulations and laws for record keeping.
- Oversee records destruction process; submit reports to Texas State Library.
- Collate and file a variety of reports, records, information and paperwork; participate in maintaining an up-to-date police records filing system; prepare photocopies; distribute material as appropriate; purge files.
- Respond to inquiries for information or request for reports; answer the phone and direct calls; work with customers at service counter; distribute reports.
- Read and categorize offense reports for transfer to the Uniform Crime report for Department of Public Safety. Ensure that all reports are accounted for. Accurately record and report UCR statistics to the Department of Public Safety by the required deadline monthly.
- Compile monthly statistics. Handle all correspondence, written and electronic regarding offense reports and criminal histories.
- Custodian of all case related documents. Censor information given to public in accordance with the Open Records Act. Respond to all requests in prescribed timeline.
- Testify in court as custodian of records, whenever subpoenaed.
- May serve as witness to statements received from prisoners or suspects.
- May prepare a variety of permits; maintain files associated with permits.

Community Relations

- Assists and participates in the resolution of conflicts.
- Maintains a professional working relationship with other departments and employees.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and ability to successfully perform in a high-pace office environment.
- Knowledge of terminology associated with police records function
- Uniform Crime Reporting guidelines for coding and reporting
- Ability to exercise judgment and discretion in dealing with the public and in interpreting and applying departmental policies and procedures.
- Knowledge and experience in modern office equipment, procedures and methods.
- Ability to compose and prepare reports, records and correspondence.
- Ability to understand and execute complex written and oral instructions.
- Ability to type at a corrected rate of 40 words per minute.
- Ability to successfully multi-task; remain calm and act resourcefully in the performance of job responsibilities.
- Ability to operate the following: computer, printer, telephone, copy machine, calculator, fax machine, and vehicle.

QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATION REQUIREMENTS:

High School Graduate or Equivalent plus six months of prior related experience OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities which evidences a comprehensive knowledge of required job duties and expectations. Must possess a valid Texas Drivers License. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. TCIS/NCIC certification preferred. Anyone who poses a direct threat to the health and safety of himself/herself or to others in the workplace will be deemed not qualified for this position.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

While performing duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, sit, and climb and balance. The employee must have the ability to safely pull, push, lift, and carry item weighing up to forty (40) pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The noise level in the work environment is usually moderate.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is no intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City of Kyle retains and reserves any or all rights to change, modify, amend, add to, or delete from, any

section of this document as it deems to be reasonable and proper to meet changes in technology or service demands.