

CITY OF RICHARDSON

JOB TITLE: POLICE RECORDS TECHNICIAN

APPROVED: _____

DEPARTMENT: Police

CLASS. CODE: 01023

CIVIL SERVICE: X NON-CIVIL SERVICE:

EFFECTIVE: 08/28/2014

COMPETITIVE: X NON-COMPETITIVE:

EXEMPT: NON-EXEMPT: X

FULL TIME: X PART TIME:

JOB SUMMARY:

Under direct supervision, perform all duties necessary for the successful operation of the Police Department Records Division. Work any shift, holidays and/or weekends, as required for scheduling by supervision. Work alone when necessary. Perform other related duties as required.

ESSENTIAL JOB FUNCTIONS:

- Comprehend and implement federal, state, local laws relating to records retention and dissemination. Adhere to departmental records retention and dissemination policies and procedures.
• Review and accurately process all reports, supplements, and citations, handwritten and electronic, according to established procedures.
• Maintain accurate knowledge of the jurisdiction and city limits of Richardson.
• Research case dispositions with Dallas and Collin counties, online and by telephone. Proficiently navigate county computer systems to determine case dispositions.
• Process Orders of Nondisclosure.
• Communicate courteously, effectively, and clearly, in English, verbally and in writing.
• Simultaneously input, retrieve, and maintain information from various sources.
• Accurately read, type, process, document, and file in alphabetical and/or numerical order) and distribute information.
• Proficiently operate and maintain all Records equipment including computers, keyboards, typewriters, copier machine (standing for long periods of time), multi-line telephone, microfiche reader-printer, and calculator; add paper and toner to applicable equipment, remove paper jams, and perform other related maintenance as required.
• Act as a notary for the public and departmental personnel.
• Retrieve/store/file original microfilm in a safe and/or specialty cabinets located in a remote storage area.
• Retrieve and file paperwork in open shelf file cabinets to a height of ten feet.
• Lift, carry, drag, hold, pull and/or push storage boxes, weighing up to 55 pounds, moving them to remote site by dolly, motor vehicle, and by hand. Climb stairs and/or ladders to a height up to 8 feet to file storage boxes weighing up to 45 pounds.
• Read, code, and enter police reports into computer system by Uniform Crime Reporting and Texas Penal Code Laws and Standards, and sitting for extended periods of time while performing work.
• Utilize departmental programs, databases, and other resources to assist the public and departmental personnel with requests, by telephone, in writing, and in person, at a service window.
• Accurately count money, personal checks, and/or money orders, make correct change, and maintain cash box for fees collected by mail and in person.
• Assist in training new employees, preparing performance evaluations, and budget preparation as needed.
• In absence of supervisor, supervise other Records employees when assigned.
• Tolerate loud noises for prolonged periods of time (e.g., copier running while computer printer operating, telephones ringing, etc.).
• Tolerate infrequent temperature changes and dust built up due to paper and files, both in office and in remote storage area.
• Order and pick up supplies by driving a city-owned motor vehicle.

CITY OF RICHARDSON

Police Records Technician
Job Description
Page 2

- Operate a city-owned or personal motor vehicle to attend/testify in all criminal and civil courts when summoned, and training schools/seminars and/or other city-related events that may require travel (occasionally overnight).
- Must not pose a threat to the health or safety of self or others.
- Routinely clean and wipe work area (e.g. desk, countertops, floors, etc.)

OTHER JOB FUNCTIONS:

- May be required to search prisoners as outlined by written policy.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

High school diploma or G.E.D. required. Texas Driver’s License, Class C or above, required.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

Two years of recent work experience required, including extensive data entry, typing, filing, indexing, extensive public contact in person and by telephone. Must be able to accurately make mathematical calculations, alphabetize and record numbers in numerical order. Good decision making skills required. Must comprehend and follow oral and written directives. Must be proficient in performing data entry, with accuracy and speed. Must be able to perform under stress when confronted with high priority situations and distractions. Must be able to perform a variety of tasks, often changing quickly from one task to another without the loss of efficiency and composure.