



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
POLICE RECORDS MANAGER

Classification Specification
(Classified)

DEFINITION

Under direction of the Information Services Manager, supervises the Records Bureau personnel; coordinates shift work schedules; directs the accomplishments of daily routine records processing tasks, performs complex clerical functions; performs other related duties as required.

SUPERVISION RECEIVED

The Record Supervisor in non-sworn, miscellaneous employee and reports directly to the Information Services Manager.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Police Records Clerk. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Supervises the Record Bureau personnel in carrying out the planning and coordination of shift work scheduled and performance appraisals of subordinates.
2. Responsible for maintaining and implementing strict security and control of all records including local records and electronic records with a strict control of all criminal history files.
3. Responsible for updating manuals for local, state and federal telecommunication data and processing programs.
4. Formulates and directs the compilation of automated statistical reports for use by local, state and federal agencies.
5. Responsible for communicating automated system needs relative to records function.
6. Supervises and maintains quality control procedures for record data entry into automated systems.
7. Supervised and performs the maintenance of court trial calendars, the issuance of notices to witnesses, the collection and filing of evidence for trial.
8. Maintains and controls the forwarding physical evidence to the crime lab and the forwarding of the chemist preparation of all transmittals to the court relative to misdemeanor prosecutions.
9. Supervises and maintains department office supply inventory and the purchasing thereof.
10. Establishes and maintains an effective working relationship with employees and the public
11. Performs other work as required.

QUALIFICATIONS GUIDE

Training and Experience:

Graduation from high school, supplemented by college level courses related to management or supervision or related field and a minimum of three (3) years experience with at least one (1) year of which must have been in a designated supervisory position working in a records bureau of a Police Department.

Knowledge and Abilities:

1. Thorough knowledge of modern office methods and procedures.
2. criminal records and filing systems
3. State and federal regulations for obtaining criminal offender record information and familiarity with automated records systems,
4. Ability to supervise, plan and coordinate activities of Record Bureau personnel
5. To give clear concise written and oral reports
6. Maintain an effective working relationship with fellow employees and the public.

License:

Must have a valid California Class C driver's license.