



**CITY OF HAWTHORNE  
HUMAN RESOURCES DEPARTMENT  
POLICE RECORDS SUPERVISOR**

Classification Specification  
(Classified)

**JOB SUMMARY**

Under direction of the Police Records 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 Police Records Supervisor is a non-sworn, miscellaneous employee and reports directly to the Police Records Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Police Records Supervisor. 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; and
11. Performs other work as required.

**MINIMUM QUALIFICATIONS**

### Education, 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 working in a records bureau of a Police Department.

### **QUALIFICATION**

#### Knowledge of:

1. Modern office methods and procedures;
2. Criminal records and filing systems;
3. State and federal regulations for obtaining criminal offender record information; and
4. Familiarity with automated records systems.

#### Ability to:

1. Supervise, plan and coordinate activities of Record Bureau personnel;
2. Give clear concise written and oral reports; and
3. Maintain an effective working relationship with fellow employees and the public.

#### Licenses; Certification; Special Requirements:

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