



<b>Job Title</b>	<b>Records Supervisor</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>SUP</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>1</b>	<b>Job Code</b>	<b>12738</b>

**Class Specification – Records Supervisor**

<b>Summary Statement:</b>	
The purpose of this position is to provide supervision for all law enforcement personnel in the Police Department records and ID section. Coordinate assigned activities with other departments, outside agencies, and the general public; and to provide highly responsible and complex technical support to higher level supervisory or management staff. This position may require shift work.	
<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<b>Time %</b>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
25%	Supervises the work of the records and ID section by creating and maintaining a schedule that meets the needs of internal and external customers. Trains new record and ID technicians as needed.
15%	Reviews and corrects reports and compares against other databases. Completes IBR checks as necessary. Ensures reports identified by detectives and officers are merged immediately. Assists law enforcement personnel with any questions.
10%	Establishes goals and objectives for staff and monitors progress regularly and implements strategies to assist goals. Evaluates staff for success in completion of strategies.
10%	Provides quality service to internal and external customers by handling complaints, providing guidance on all software systems, and conducting background checks for potential employees and volunteers.
5%	Reviews petitions to seal and determines if the charges are on the record of the petitioner. Seals case report and deletes charges and all associated information upon receiving an order of seal.
5%	Reviews accuracy of reports to IBR, Colorado Springs Police Department (CSPD) systems and state system to ensure information is correct.



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**Competencies Required:**

**Human Collaboration Skills:** Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Math:** Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:**

**Education:** Equivalent to completion of the twelfth grade (high school diploma or GED).

**Experience:** Three years of full-time public safety records and identification experience including one year of administrative and/or supervisory/lead worker experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Notary	Within 3 months of start date
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OSN Certification- Security Awareness Training	Within 3 months of start date
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Certifications required in accordance with standards established by departmental policy.	
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**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**

Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

**Physical Demands**

Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Several times per month
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Occasionally

**Machines, Tools, Equipment, and Work Aids:**

Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:**

Microsoft Office, LERMS, CJIS, JISInternet, and mobile data client.



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*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: July 2014