

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	Police Records Specialist	DEPARTMENT:	Police Department
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REPORTS TO:	Police Records Supervisor	EXEMPT:	No
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SALARY RANGE:	\$24.7239 – \$34.6135 / HR
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SUMMARY

The Police Records Specialist is a non-sworn classification responsible for filing, processing, and distributing criminal, non-criminal, and accident reports generated by the police to the proper agencies accurately and in a timely manner. This position requires highly technical work and highly detailed work fulfilling requests of the Criminal Justice Records Act (CJRA) and the Colorado Open Records Act (CORA). Must understand document gathering, records release laws, criminal court procedure laws, and then properly disseminate this work both digital and other electronic media for the Police Department.

Records Specialist

- Receive, duplicate, distribute and maintain offense incidents, accidents, and supplemental reports generated by the police.
- Process offense reports, summonses and distributes paperwork to the appropriate agencies (such as Department of Revenue, Motor Vehicle, County and Municipal Courts, and District Attorney's Office) in a timely and accurate manner.
- Scans documents in police reports
- Completes records requests and releases the criminal justice documents in accordance with State law.
- Provides felony case filings to the District Attorney's Office following the proper discovery protocols. As well as any new attachments, supplements, and criminal justice documents to misdemeanor cases
- Involves computer work and front counter assistance to officers, the public, and other City Staff
- Professionally provide customer service on the telephone or in person.
- Organize and participate in the functions of the records division for the police department, such as maintaining the integrity of the police reports
- Enter case dispositions and learn the workflow process
- Process reports to other City Departments when necessary.
- Shall become proficient in State Systems (NIBRS, Sidearm, etc).
- Review procedures, department manuals, and other resources to maintain job knowledge and specific familiarity with every police division
- Issue City parking permits.

- Track Warrant entries in RMS
- Occasional fingerprinting skills as needed

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Research requests for information received in person, by telephone, and by mail from Police personnel, other Criminal Justice Agencies, City Departments, Insurance Companies, the public, and attorneys.
- Prepares and types a variety of documents, including forms and routine correspondence.
- Process checks and/or cash from customers for tape copies.
- Performs general office support for the records department. Assist co-workers and participate in cross-training programs.
- Review procedures, department manuals, and other resources to maintain job knowledge and specific familiarity with every police division.
- Answer the telephone to provide routine information, convey messages, give information, and refer calls to appropriate personnel/department.

QUALIFICATIONS

An individual must perform each essential duty satisfactorily to perform this job successfully. The requirements listed below represent the knowledge, skill, and/or ability required.

Knowledge of:

- Modern office procedures, techniques, and equipment.
- Customer service skills needed for handling difficult or irate persons.
- Principles of criminal justice procedures.
- Quality of fingerprints sent to the Colorado Bureau of Investigation.
- Court procedures and policies, legal documents, laws, and legal factors related to their responsibility area.

Ability to:

- Assist co-workers and participate in cross-training programs.
- Follow precise directions given by supervisors and work under minimal to no supervision.
- Ability to perform work with accuracy and attention to detail.
- Ability to work independently in the absence of supervision.
- Operate a computer terminal and other office equipment, such as copiers facsimile machines. Also, have the ability to fix the equipment or the knowledge to call for repair or support.
- Understand the work of police records and clerical support operations.
- Work in a team environment, maintain confidentiality, and exercise sound judgment in prioritizing work.
- Communicate effectively and professionally with unpleasant, irate individuals in person or on the telephone.

- Identifies problems within records and exercises sound judgment consistent with department policies in resolving those problems by collecting data, establishing facts, and drawing valid conclusions.
- Discern differences between original and duplicate documents.
- Effectively present information to the Records Supervisor, city employees, and the public and outside agencies, both in verbal and written form.

Certifications:

- Valid Colorado driver's license with a safe driving record.
- CCRT Master Certification must be obtained within one year of hire.

EXPERIENCE AND EDUCATION

Experience:

One year of general office experience with some knowledge of court procedures.

Education:

High School Diploma or equivalent to completion (GED).

PHYSICAL DEMANDS

Perform the essential job functions physically. Maintain physical condition and fitness to meet the demands as follows:

- Sit for extended periods, position oneself in front of various computer workstations, ability to function for extended periods.
- Carry out light physical work to include handling objects up to 25 pounds occasionally and/or up to 10 pounds frequently.
- Ability to carry out conversations and understand relevant facts of an urgent nature over the telephone and in person.
- Reach, hear, see, bend and touch within levels that the essential job functions can be accomplished.
- Climb ladders and/or step stools.

NECESSARY REQUIREMENTS

- Must pass a thorough background investigation, including but not limited to, a polygraph examination, psychological assessment, and statement from a credit-reporting bureau.
- Applicants with a conviction record for serious misdemeanors or felony crimes will be disqualified.
- Must be able to perform in a busy environment with frequent interruptions
- Employees are expected to follow all types of safety rules and use the department-provided safety equipment, including seat belts, safety glasses, body armor, ear protection, etc.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

I have read and fully understand the job duties of the job description.

Signature:_____ **Date:**_____