

## City of Kelso, Washington

Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties, and skills required of a person in this position. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.	TITLE  <b>Police Records Specialist &amp; Police Records Specialist/Property Clerk</b>	
DEPARTMENT  <b>Police Department</b>	CLASS/EXEMPT STATUS  <b>Kelso Police Association/Non-Exempt</b>	
DIVISION  <b>Police Department</b>	SUPERVISOR  <b>Records Supervisor</b>	CLASSIFICATION RANGE  <b>P-6</b>

**POSITION DESCRIPTION**

This position reports to the Records Supervisor along with the Police Captain and is responsible for operating and maintaining the law enforcement records division of the Kelso Police Department. Under general supervision, the position performs a variety of tasks relating to police record keeping, customer service, computer data entry, information quality control, and clerical duties.

**ESSENTIAL FUNCTIONS**

- Responds to routine questions and provides general information both on the phone and at the front counter.
- Routes calls to the appropriate staff members or voice mail accounts.
- Refers complaints via the department chain-of-command.
- Reviews police reports, assigns arrest numbers, and routes paperwork to appropriate agencies.
- Logs infractions and citations and sends to court.
- Enters and/or retrieves data from System 400, and NCIC/WASIC computer including citations, infractions, pawn slips, court dispositions, impounded vehicles, accident reports, incident reports, warrants, gun transfers, stolen/missing property, NIBRS, criminal history background checks, runaways/missing persons, driving records and other miscellaneous data.
- Prepares summons complaints and warrant complaints.
- Validate monthly case numbers received from the Washington State Patrol with department records.
- Process anti-harassment and protection orders.
- Process false alarm and landlord notifications.
- Seal and dispose of juvenile records in accordance with applicable laws and regulations.
- Issue concealed pistol licenses.
- Administer fingerprinting.
- Perform emergency dispatching as directed by the Police Captain.
- Process insurance company report requests.
- Must be capable of performing in a high volume office.
- Ensure public records are available for inspection and copying during regular business hours and are protected from abuse and destruction.
- Provide forms for and responding to any lawful records request for production under applicable statute and city ordinance.
- Track public disclosure requests to ensure timely response.

**One Records Specialist shall assume the Property/Evidence Clerk Duties:**

- This person will work 75% of the time in property/evidence.
- Receive and log in evidence.
- Ensure proper storage of evidence in accordance with strict requirements.
- Return property to owners.
- Coordinate the annual city auction.

**POSITION REQUIREMENTS (Sufficient education, training and experience to demonstrate the attainment of the knowledge, skills and abilities listed below):**

**EDUCATION**

- High School Diploma or GED.

**EXPERIENCE**

- Two (2) years general office experience preferably law enforcement related.

**KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS**

- Ability to operate a personal computer, photocopy machine, typewriter, telephone, fax machine, ACCESS computer system and dispatch radio.
- Ability to obtain the "ACCESS" computer training certification within six months of hire.
- Ability to type 40 words per minute.
- Knowledge and understanding of the Washington State Public Records Act and the City's public records disclosure procedures.
- Ability to file records and maintain records systems and procedures.
- Work effectively and communicate cooperatively with the public and other employees.
- Ability to maintain strict confidentiality in performing specific functions of the job.
- Ability to work with the public, often in adverse circumstances.
- Must be available to work shifts and weekend.
- Customer services skills, concepts, and principles.

**SPECIAL REQUIREMENTS**

- Successfully pass a modified background investigation.
- Occasional lifting of up to 25 pounds of supplies and equipment
- Possess a valid Washington State Drivers license.
- This position primarily works at a desk in the office. Must be able to move freely around the office and lift boxes of paper.

*Contacts:*

- The position has regular contact with other City departments and staff.
- The position has regular contact with a variety of vendors, staff from other governmental, law enforcement, and regulatory agencies.
- The position has regular contact with members of the public. Given the nature of police records operations, interactions with the public can become escalated and difficult.

*Supervision:*

- This position has no supervisory responsibilities.

*Accountability:*

- This position is accountable for the timely completion, quality, and accuracy of assigned tasks and ensuring a positive image of the City.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
B. Rakoz	1/5/2015	D. Kirk	1/5/2015	A. Mullerleile	1/29/2015	S. Taylor	2/9/2015