

CITY OF BURBANK

POLICE RECORDS TECHNICIAN SUPERVISOR

DEFINITION

Under direction, to perform a variety of difficult and complex clerical work; to supervise other clerical and technical personnel on a rotating shift; and to do related work as required.

ESSENTIAL FUNCTIONS

Supervises, trains, and evaluates employees; plans, schedules, and assigns the work of Police Records Technician; assists the public and departmental personnel with technical matters; reads and interprets laws, rules, and regulations pertaining to law enforcement; oversees maintenance of supply inventory; operates a computer terminal to enter, modify or retrieve data; operates calculator, word processor or other office equipment; operates a two-way radio to communicate with police units in the field; may occasionally assist police in the booking, searching, and transporting of prisoners; responsible for 24-hour scheduling coverage of Records section; acts as Custodian of Records for Police Department records in handling Subpena Duces Tecum; represents the Police Department on Department of Justice audits of local data and inquiries; seals records; assures compliance with state and federal laws relating to freedom of information, privacy and security of criminal records; insures compliance with federal, state, and county regulations concerning data inquiries, entries, and deletions; prepares monthly statistical reports; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – NCIC (National Crime Information Center), CLETS (California Law Enforcement Telecommunication System), Department of Justice data bases, and JDIC (Justice Data Information Controller); office methods, procedures and equipment; English usage, spelling, grammar and punctuation; basic arithmetic; municipal organizations.
- Ability to - to organize and maintain record keeping systems; operate a variety of office equipment, including calculator, word processor, and computer terminal; understand and explain a wide variety of technical procedures and policies; plan and direct the work of others; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent and three years of recent experience of responsible clerical work and ability to type 35 net words per minute. NOTE: Additional qualifying experience may be substituted for the desired education on a year-for-year basis.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.