

POLICE RECORDS COORDINATOR

DUTIES Under direction:

1. To maintain manual and automated police information systems and records;
2. To prepare reports and process requests for information;
3. To coordinate the activities of police records staff; and
4. To provide technical support on assigned police projects.

ACCOUNTABILITIES

1. Maintaining manual and automated police information systems and records.
 - A. Maintaining a computerized information system of police records.
 - B. Coding data for computer input.
 - C. Operating a terminal to input and retrieve data on local, state, and nationwide computer systems.
 - D. Operating the computer as needed to perform backup operations.
 - E. Writing property descriptions for police reports.
 - F. Receiving calls and recording critical information for police records.
 - G. Making approved changes in the information systems and records.
 - H. Classifying, indexing, sorting, and arranging information.
 - I. Comparing, matching, checking, and verifying information.
 - J. Accepting and processing applications for handguns.
 - K. Searching files for data relating to specific cases or individuals.
2. Preparing reports and processing requests for information.
 - A. Operating the computer to run routine reports.
 - B. Compiling statistical information.
 - C. Performing mathematical computations
 - D. Preparing and distributing reports on criminal activity.
 - E. Processing requests for information in accordance with local, state, and federal laws.
 - F. Consulting with the attorney as needed in processing special requests for information.
 - G. Explaining data used in reports.
 - H. Providing and distributing information for management purposes.
 - I. Giving information to the public over the phone or in person concerning arrests, missing persons, alleged stolen property, or other police business.
 - J. Preparing computer reports, using a packaged report writer.
 - K. Investigating and resolving complaints.
3. Coordinating the activities of police records staff.
 - A. Interviewing applicants and making selection recommendations.
 - B. Scheduling staff and making work assignments.
 - C. Training staff and evaluating work performance.
 - D. Prioritizing incoming information, requests, and work orders.
 - E. Handling special problems which arise in the office.
 - F. Outlining procedures and preparing manuals
4. Providing technical support on assigned police projects.
 - A. Analyzing and evaluating procedures used in maintaining police information systems

- and records.
- B. Responding to special problems in computer operations and performing basic steps in troubleshooting.
- C. Assisting police administration in determining which items will be included in the police auction.
- D. Segregating auction-eligible property from other items in storage.
- E. Reviewing property records and marking reports.
- F. Providing lead clerical support for the police auction.
- G. Giving instructions on the use of the computer.

MINIMUM QUALIFICATIONS

1. Education, Experience, and Promotional Requirements

- A. Completion of one (1) year of responsible clerical experience in maintaining police information systems or records based on the current Minnesota offense classification system.

2. Knowledge and Skill Requirements

- A. Knowledge of current Minnesota offense code systems and related classification procedures used by the Federal Bureau of Investigation (FBI).
- B. Knowledge of the ways in which computer technology has been applied in the maintenance of police information systems and records.
- C. Knowledge of the principles of effective office management.
- D. Ability to acquire a working knowledge of federal, state, and local laws relating to data privacy and records retention prior to the end of the probationary period.
- E. Ability to learn to operate the computer terminal and computer within a reasonable period of time after appointment.
- F. Ability to perform basic mathematical computations used in preparing reports
- G. Ability to priorities incoming information, requests, and work orders.
- H. Ability to prepare clear, concise written statements.
- I. Ability to lead other workers, assign work, give instructions, and evaluate the quality of work completed.
- J. Ability to operate a calculator and other office machines.
- K. Ability to type.
- L. Ability to respond to requests for assistance at inconvenient hours of the day or night when special problems in computer operations arise.
- M. Ability to maintain the confidentiality and privacy of information on individuals.

HR: BH	Union: Basic	EEOC: Office/Clerical	CSB: 19850319	Class No: 1743
WC: 8110	Pay: 132	EEOF: Police Protection	CC: 19850321	Resolution: 85-0203R