

RECORDS & EVIDENCE SUPERVISOR

Position Code: 2030

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 349 (\$35,964 - \$56,245)

Location: Police

Approval Date: 2010

General Statement of Duties

An employee in this class contributes to the social and economic well being of our community keeping Mooresville a safe place to live and work by supervising the activities of the records division of the Police Department.

Distinguishing Features of the Class

An employee in this class will coordinate and ensure adequate staffing in the records division, train staff on department policies and procedures, monitor and evaluate work performed by records personnel to include yearly performance evaluations. Work involves frequent public contact concerning general information relating to law enforcement and civil matters requiring professionalism, tact, decisiveness and sensitivity. This employee will serve as the system administrator of the Records Management System (RMS) ensuring data entry is performed accurately and in a timely manner as established by departmental policy and procedure for proper submission as required by NC Incident Based Reporting. Work is distinguished from lower level class by management responsibilities, administrative tasks, training, performance evaluations and disciplinary action. Work is performed in accordance with Town of Mooresville and departmental policy as well as state and federal law. This employee is subject to inside environmental conditions. Work is evaluated by the division Captain through observation, review of process, reports and thoroughness of assigned responsibilities.

Duties and Responsibilities

Serve as a customer service representative for the Town of Mooresville, demonstrating a positive attitude and progressive action through the display of professionalism, courtesy, tact and discretion in all interactions with other employees and with the public.

Supervise all records staff in meeting the records keeping functions of the police, public and regulatory agencies ensuring proper dissemination of necessary records.

Provide input to the Division Captain on police related matters.

Manage the computerized records management system and all computers within the department.

Organize and supervise an efficient system for data entry of all records.

Develop and implement an efficient system for filing and storage of all physical records.

Ensure storage of department records is secure at all times.

Ensure proper care, operation and maintenance of equipment assigned to the division.

Develop, coordinate, and implement appropriate departmental forms, review periodically for changes and maintain sufficient supply of all forms.

Complete performance evaluations of records personnel for review by the division Captain.

Access and research training needs, monitor performance and counsel subordinates.

Maintain a current knowledge of public record law and advise subordinates accordingly.

Coordinate schedule of subordinates to include: departmental needs, vacation, holiday and sick leave, and fill in when necessary.

Generate crime statistical reports as necessary to police personnel, news media, businesses and the general public.

Phone reception and data entry as needed.

Crime analyst and mapping.

Property and evidence supervisor.

Quartermaster.

Perform other duties as necessary.

Recruitment and Selections Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of police records management and related federal, state and town laws and requirements.

Considerable knowledge of Sungard OSSI Records Management System (RMS).

Working knowledge of departmental policies and procedures.

Working knowledge of computer systems and ability to type at a speed necessary for successful job performance.

Ability to communicate effectively, both orally and in writing, including composing effective correspondence using correct spelling and grammar.

Ability to establish and maintain effective working relationships with customers, other employees and the general public.

Ability to supervise employees including training, performance coaching, communications, motivating, establishing and communicating work expectations.

Ability to prepare and present comprehensive crime analysis reports.

Ability to train employees in the Records Division.

Ability to calculate budget needs.

Physical Requirements

Must be able to perform the basic life operational functions of reaching, pushing, pulling, lifting, fingering, talking, hearing, and perform repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to perform extensive reading and computer terminal work.

Minimum Education and Experience

High School Diploma or GED and two years of experience in law enforcement records; or and equivalent combination of education and experience. Prefer some law enforcement records experience.

Special Requirements

Certification by the State of North Carolina as a DCI Operator.