



**CITY OF RICHLAND**  
invites applications for the position of:

## **Police Public Records Supervisor**

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**SALARY:** \$2,574.40 - \$3,605.60 Biweekly  
\$5,577.87 - \$7,812.13 Monthly  
\$66,934.40 - \$93,745.60 Annually

**OPENING DATE:** 08/15/22

**CLOSING DATE:** Continuous

### **GENERAL SUMMARY:**

Performs difficult skilled administrative support work fulfilling police public records requests. Supervises police public records requests of assigned personnel to ensure they are processed in accordance with state/federal law and established city policies and procedures, and related work as apparent or assigned. Work is performed under the limited supervision of a Police Commander or designee ("supervisor"). Continuous supervision is exercised over assigned personnel.

### **CORE VALUES**

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity* and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together across all functions.

Click [here](#) to view the full job description, to include essential functions and working conditions.

### **MINIMUM QUALIFICATIONS:**

#### **SPECIAL REQUIREMENTS**

- Valid driver's license.
- Obtain Washington State ACCESS System Certification (Level II) and CJIS Certification upon hire date and maintain throughout employment.
- Obtain Washington Association of Public Records Officers (WAPRO) certification within one (1) year of hire and maintain throughout employment.
- Pass a pre-employment background investigation.

#### **EDUCATION AND EXPERIENCE**

Associate's degree with classes in Public Administration, Political Science or related field and four (4) years of experience in coordinating and/or administering public records disclosure and retention, or equivalent combination of education and experience.

## DESIRABLE QUALIFICATIONS:

- Prior direct experience with law enforcement records processing, disclosure, and retention.
- Prior experience working with a municipality.
- Prior experience working with multi-agency law enforcement records systems.
- Prior experience working with GovQA.
- Excellent grammar and communication skills.

## SUPPLEMENTAL INFORMATION:

Please attach the following required documentation to your application to be considered for the position (**required for consideration**):

- **Cover Letter**
- **Resume**
- **Writing sample** describing your most recent day-to-day processing of public records requests, both routine and complex, to include your level of decision making authority, and when you consult for legal advice.
- A **list of training courses** related to public records and/or records management that you have completed in the prior two years (please include course name and date completed).

Selection may be based upon overall qualifications, skills testing, and a panel interview process.

Final candidate selected will be required to complete a comprehensive background/reference check, to include a personal history statement (PHS), fingerprinting, and a polygraph commensurate to the position. *(PHS, fingerprinting, and polygraph requirement may be waived for internal, Richland Police Department candidates.)*

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.ci.richland.wa.us>

Position #2022-00032  
POLICE PUBLIC RECORDS SUPERVISOR  
KC

625 Swift Blvd  
Human Resources / MS-12  
Richland, WA 99352  
(509) 942-7392

[richlandhr@ci.richland.wa.us](mailto:richlandhr@ci.richland.wa.us)

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### Police Public Records Supervisor Supplemental Questionnaire

- \* 1. Do you have a valid driver's license?
  - Yes
  - No
- \* 2. Do you have a current Washington State ACCESS System Certification (Level II)?
  - Yes
  - No
- \* 3. Do you have a current Criminal Justice Information System (CJIS) certification?
  - Yes
  - No
- \* 4. Which best describes your highest level of education?
  - No high school diploma/ GED
  - High school diploma/ GED

- College-level course work (no degree)
  - Professional/ technical certificate
  - Associate's degree
  - Bachelor's degree
  - Master's degree
- \* 5. Which best describes your area of study for education?
- Public Administration
  - Political Science
  - Criminal Justice
  - Other closely related
  - None of the above
- \* 6. Do you have a current Washington Association of Public Records Officers (WAPRO) Public Records Officer certification?
- Yes
  - No
- \* 7. Select which best describes your years of experience coordinating and/or administrating public records disclosure and retention?
- I have no experience.
  - I have less than one year of experience.
  - I have at least one year, but less than two years of experience.
  - I have at least two years, but less than three years of experience.
  - I have at least three years, but less than five years of experience.
  - I have five years or greater of experience.
- \* 8. Select which best describes your experience in a lead or supervisory role.
- I have no experience.
  - I have less than one year of experience.
  - I have at least one year, but less than two years of experience.
  - I have at least two years, but less than three years of experience.
  - I have at least three years, but less than five years.
  - I have five years or greater experience.
- \* 9. Please describe the Public Records Act (PRA) and how it relates to this position.
- \* 10. Which best describes your proficiency level working in Microsoft Office Word?
- No experience
  - Working knowledge
  - Beginner
  - Intermediate
  - Advanced
- \* 11. Which best describes your proficiency level working in Microsoft Office Outlook?
- No experience
  - Working knowledge
  - Beginner
  - Intermediate
  - Advanced
- \* 12. Which best describes your proficiency level working in Microsoft Office Excel?
- No experience
  - Working knowledge
  - Beginner
  - Intermediate
  - Advanced

- \* 13. Which best describes your proficiency level working in Microsoft SharePoint?
  - No experience
  - Working knowledge
  - Beginner
  - Intermediate
  - Advanced
- \* 14. Which best describes your experience working in iLeads, Spillman, or other multi-agency law enforcement records systems?
  - I do not have experience with multi-agency law enforcement records systems.
  - I have used multi-agency law enforcement records systems, but not regularly during my job.
  - I regularly use one or more of the multi-agency law enforcement records systems listed above.
- \* 15. Which best describes your proficiency level working in GovQA?
  - No experience
  - View only (ability to view requests only)
  - End user (processing of assigned activities)
  - Power user (full cycle public records request processing)
  - Admin user (full cycle public records request processing + administration and configuration of system and system users)
- \* 16. Please describe your qualifications, professional experience, and skills that are directly related to this position.
  
- \* 17. What do you feel is the key to success when communicating with the public?
  
- \* 18. Share an example of a situation or time when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

\* Required Question