

POSITION DESCRIPTION

**Title:** Police Records Technician

**Classification:** Union

**Grade:** N/A

**Representation:** Represented-Teamsters Local 763

**FLSA:** Non-Exempt

**Pay Type:** Hourly

**Human Resources**

38624 SE River Street

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Office: 425-888-1555

[www.snoqualmiewa.gov](http://www.snoqualmiewa.gov/)

Position: Police Records Technician

April 2023

**Pay Rate:** Monthly Range ($4,720 to $5,628) | Hourly Range ($27.23 to $32.47)

**Benefits:** Medical, Dental, Vision, Life, 100% premium paid by employer for employee and dependents; Voluntary Medical Opt-Out Stipend; WA State Retirement DRS and DCP; HRA employer contribution; Sick & vacation accruals

# Reports to: Police Chief

**Supervises:**

**SUMMARY:** A union position under the general supervision of the Police Chief. The Police Records Technician operates and maintains the information and records system of the Police Department. The technician must have strong organizational skills and be able to accomplish a variety of tasks accurately, completely and in a timely fashion; Personal relationship skills are important as some contacts can be with citizens who are hostile or antagonistic to law enforcement personnel. The technician must be able to handle matters of a confidential nature without possibility of compromise.

# ESSENTIAL FUNCTIONS:

* Receives, prepares, processes, and distributes a wide variety of police reports and ensures that all reports are prepared properly and edits for completeness, spelling, and specific procedural errors.
* Coordinates arrest and disposition information with the courts, initiates disposition reports to allow for disposition of property and statistical gathering.
* Operates ACCESS computer terminal to include criminal record entry, inquiry and correspondence with other police agencies.
* The technician is responsible for the accuracy and confirmation of stolen items and wanted persons entered in the state crime computer system.
* Operate and maintain a personal computer system for record and citation entry as well as word processing, spread sheet and other database operations.
* Must have a basic knowledge of MS DOS as well as perform general clerical work, such as operating office machines, typing various forms, organizing and maintaining a variety of files, answering phones, communicating with officers in the field using radio equipment.
* Maintain traffic infractions for the Snoqualmie Violations Bureau; accept bail payments, operate fee ledger system, prepare monthly summary reports and forward-fees and citations to district court as needed.

These duties are not inclusive of all duties, and as such, this position may perform other duties as assigned.

# QUALIFICATIONS:

**Education and Experience:**

* High school graduation or equivalent.
* Three years of clerical experience, preferably with a law enforcement agency.

# Licensing and Certification:

* Valid Washington State Driver’s License with driving record free of serious or frequent violations.

# Knowledge, Skills, and Abilities:

* Knowledge of general office procedures including filing; more than a basic understanding of law enforcement terminology, police court procedures, and jurisdictional requirements.
* Ability to operate computer and calculator.
* Ability to follow guidelines and use good judgment in dealing with confidential criminal records and information.
* Must be trained as a level 2 ACCESS system operator.

# Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office or conference room setting; typically performed indoors with prolonged periods of sitting. Walking, sitting, standing, bending, and reaching is required.

Hand-eye coordination and fine manipulation skills are necessary to operate computers and office equipment. Good listening skills are required. This position is sometimes stressful due to the nature of calls and public contact. Ability to occasionally lift, carry and put away parcels/packages of up to 50 pounds. Some local travel may be required. Exposure to adverse weather conditions is minimal.