



**CITY OF PUYALLUP**  
invites applications for the position of:  
**Police Records Specialist**

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**SALARY:** \$23.69 - \$30.31 Hourly  
\$4,106.70 - \$5,253.28 Monthly  
\$49,280.40 - \$63,039.36 Annually

**OPENING DATE:** 12/02/21

**DEFINITION:**

The City of Puyallup is accepting applications to fill two new Police Records Specialist positions. The successful applicants will be joining the Records team within the Puyallup Police Department. The priority application date is December 17th and the posting may close upon receipt of a qualified applicant pool.

*About our Job and City*

Employees perform clerical work of a complex nature which requires expertise in the operation of a variety of office equipment, as well as complex office systems and procedures associated with law enforcement support services. Work involves data input, maintenance and control on a daily basis of complex, highly sensitive and confidential records. Work also involves assisting in a variety of other departmental activities. Exercise of initiative, discretion, attention to detail and accuracy is required and reviewed by observation of results obtained.

The City of Puyallup is a community of 43,000 and is situated at the foot of Mount Rainier. The city has gained prominence as a regional commercial and service center for Pierce County and continues to serve its residents and neighbors with a strong, diversified economy.

NOTE: 2022 salary range is \$4229 - \$5410 per month. The City offers an excellent benefits program, city paid leave and holidays, State retirement program and optional deferred compensation.

**ESSENTIAL FUNCTIONS:**

- This position provides the primary contact for the Police Department.
- Maintains complex records and filing systems.
- Enters data from Police Incident Reports, citations, Field Interview Reports, etc., into the computer system.
- Types letters, memoranda, reports, forms and statements working from rough drafts or taped media.
- May be required to take notes at meetings or interviews.
- Composes letters.
- Follows verbal instructions and established procedures.
- Replies in person, by telephone, or by email correspondence to inquiries from the public.
- Supplies information on department policies and procedures, including Privacy and Public Disclosure laws; refers more difficult inquiries to a supervisor.
- Provides general secretarial services as time permits.

- Catalogs crimes and verifies codes for crimes in conformance with the National Incident Based Reporting System (NIBRS).
- Operates a variety of office equipment.
- Sorts and files materials alphabetically, numerically or by other predetermined methods.
- Provides specialized support with the Police Department's Body Worn Camera and in car Camera program.
- Maintains a legally sufficient chain of custody for all electronic evidence.
- Perform fingerprinting services for citizens.
- Conducts background checks for concealed weapons applications and firearm transfers.
- May be assigned to flex shifts.
- May be required to act as back up for property evidence.
- Performs other duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Excellent written and oral communication skills.
- Modern office procedures, practices and computer systems and software.
- Basic communications center procedures and operational characteristics of computer aided dispatch, and NCIC/WACIC teletype equipment.
- Mathematical skills, plus filing and cross-indexing procedures.
- WA State Public Records Act.
- WA State Record Retention Schedules.
- Familiarity with records management systems and other relevant technology and techniques.
- SharePoint and Cloud-based technology.

### **Ability to:**

- Learn and follow various City, State and Federal rules and regulations.
- Operate standard office equipment, including job related computer hardware and software applications for data entry, facsimile equipment and multi-line telephones.
- Recognize and calmly deal with difficult and highly emotional situations involving the public.
- Understand and follow the policies, procedures and services of the Police Department and the City of Puyallup.
- Make independent decisions of moderate importance.
- Learn and comprehend Privacy and Public Disclosure laws, to include WA State Public Records Act and WA State Records Retention Schedule.
- Conduct and document searches in electronic and paper systems.
- Handle multiple tasks simultaneously and to compare projects on tight deadlines.
- Review and redact Police Body Worn and In Car Camera footage in response to public records or discovery requests, including audio and video recordings that may be disturbing.
- Deal tactfully and courteously with other employees, City officials, members of the Criminal Justice system and the general public.
- Understand and follow quickly and accurately written and verbal instructions.
- Maintain records accurately and legibly, including taking accurate statements or transcribing same from taped media.
- Establish and maintain positive, effective working relationships with those contacted in the performance of work.
- Maintain regular, reliable and punctual attendance.

**Education and Experience:**

Two (2) years of full time clerical or office support work experience. Graduation from high school or GED. Or, a combination of education, experience, and training that indicates the ability to successfully perform the essential functions of the position listed above.

**Special Qualifications:**

- Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State driver's license.
- Possession of or the ability to obtain ACCESS Level II certification within six (6) months and maintain that certification.
- Ability to pass a comprehensive background check.
- Ability to pass a fingerprint record check.
- Ability to successfully pass a polygraph examination.
- Police Records Specialists are required to have a telephone and must provide a telephone number for call-back purposes.

**Desirable Qualifications:**

- Knowledge of MS Windows software.
- Experience with other software programs, specifically police records management systems (RMS) or computer aided dispatch systems (CAD) and related public safety records management programs.
- One to two years Police Records Specialist or police department and/or related public sector experience.
- Experience with evidence.com (Axon) or other body worn camera software.
- Extensive customer service or public relations experience.
- Type a minimum of 30 words per minute.

**PHYSICAL CHARACTERISTICS AND WORK ENVIRONMENT:**

Constant Demands: Twisting at the waist, sitting; repetitive hand and arm motion; fine finger manipulation; hearing; seeing; reading small print on computer screens and printers; speaking in a clear, concise, well-modulated voice.

Frequent Demands: Sitting, standing, bending at the waist; crouching, kneeling, squatting; reaching (knees to shoulder); repetitive arm motion; handling/grasping; fine finger manipulation; talking.

Occasional Demands: Standing; walking; lifting (average of 15 pounds, maximum of 20 pounds); carrying; climbing; pushing/pulling; climbing stairs and ladders; twisting at the waist; reaching (below the knees, above the shoulder).

Environmental Factors: Work is performed in an office environment and is subject to distraction within the setting with moderate noise levels; may require sitting in an enclosed space (e.g., office, Communications Center) for long periods of time. May be subject to dealing with hostile and/or irate customers. May be required to view and/or listen to Police Body Worn and In Car Camera footage in response to public records or discovery requests, including audio and video recordings that may be disturbing.

## **SELECTION PROCESS**

Those applicants whose qualifications most closely correspond to the City's current needs will be contacted for interviews and/or testing. The appointing authority may conduct second interviews.

**Notification** – Following submission of application, an email acknowledgment receipt of application is given. Persons selected for an interview and/or testing will be notified by email, normally within 15 working days following the closing date on the job announcement.

**Not Selected** – No formal notification is usually sent by the City to applicants not selected for an interview or test. Should the same or another position open for which the applicant wishes to apply, he/she must apply online for each new opening.

## **GENERAL INFORMATION**

**Essential Functions** – The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge, skills and abilities typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

**Hours of Work** – Normal work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., with one (1) hour lunch.

**Union Affiliation** – This is an AFSCME bargaining unit position.

**Equal Employment Opportunity** – The City of Puyallup is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.

**Background** - The City of Puyallup will need to obtain the proper background and criminal history information pursuant to RCW 43.43.830/832 for positions where the employee will or may have unsupervised access to children, developmentally delayed persons or vulnerable adults.

**Disability** – In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential functions of the job and to determine reasonable accommodation. Accommodation to participate in the job application and/or selection process for employment will be made upon request with reasonable notice. Please contact the Human Resources Department for further information. The physical demands described in this job announcement are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Identification** – Applicants who are offered employment with the City are required to provide proof of identity and authorization to work in the United States within three days of date of hire, as required by the 1986 Federal Immigration Reform and Control Act. A list of acceptable documents verifying identity and authorization to work will be provided to those who are offered employment. The City uses E-Verify program.

**Drug-Free Workplace** –The City of Puyallup is a drug-free, tobacco-free workplace.

**Note** – The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

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The City of Puyallup is an Equal Opportunity Employer

APPLICATIONS MAY BE SUBMITTED ONLINE AT:  
<http://www.cityofpuyallup.org>

333 S Meridian  
Puyallup, WA 98371

Position #PD-21-ADM-022  
POLICE RECORDS SPECIALIST  
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