



## **CITY OF CLYDE HILL POSITION DESCRIPTION**

**JOB TITLE:** Police Records Manager  
**DEPARTMENT:** Police  
**CLASSIFICATION:** Full-Time, non-exempt

### **GENERAL RESPONSIBILITIES**

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the police staff, and assisting in the administration of the standard operating policies and procedures of the Police Department.

### **SUPERVISION RECEIVED**

Works under the supervision of the Police Chief and Police Lieutenant.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

- Primary Police contact for public inquiry. Provides excellent customer service at the front desk and over the phone. Assists in the resolution of complex and sensitive customer service issues and refers, when necessary, to appropriate persons.
- Performs routine clerical and administrative work in answering phones, scheduling appointments, ordering supplies, data processing, and operating office machines.
- Composes, types, and edits a variety of correspondence, reports, memoranda, social media and other material requiring judgment as to content, accuracy, and completeness.
- Maintains accurate and timely records. Inputs data to standard office and department forms; makes postings to various reports such as annual reports, incident reports, crime reports; compiles tabulated data.
- Issues CPL and other Police-related permits.
- Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records, and indexes using moderate independent judgment. Record destruction per state retention schedule.
- Helps coordinate Police Department meetings.
- Acts as Public Records Officer for Department coordinating and disseminating public records per the department policies and state law.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **SPECIFIC TASKS AND FUNCTIONS**

- Process alarm registrations and false alarm billing
- Process case reports, citations/infractions, and firearm transactions (e.g. firearm transfers, CPLs)
- Prepare monthly reports for City/Town Councils
- Maintain accurate NIBRS reporting
- Maintain accurate WACIC/NCIC entries (warrants, restraining orders, stolen items)
- Assist with recruiting/hiring process for police officers
- Coordinate with courts for prisoner transport, subpoenas, warrant recalls, etc.
- Serves as ACCESS TAC
- Respond to requests to outside agencies for record information
- Serve as Public Records Officer for department and process public records requests
- Records destruction/disposition, including property/evidence records
- Property/evidence officer responsible for all operations of the Property Room
- Assist officers with research and case follow-up
- General office duties – customer service, phones, mail, fax, deliveries, supply orders, etc.
- Point of contact for the police department for the city's annual audit
- Serve as account administrator for services such as SECTOR, DAPS, LInX, Leadsonline, etc.
- Social media manager in charge of Facebook/Instagram channels and weekly email newsletter
- Other tasks as assigned by the Chief of Police
- Serve as WASPC accreditation manager
- Liaison with IT staff (contract, NORCOM, WSP) to troubleshoot issues
- Serve as records representative for NORCOM LERMS group

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

- Graduation from a high school or GED equivalent; and
- Two (2) years of general office experience preferably in law enforcement; or
- Any equivalent combination of education and experience.
- Notary Public (preferred).
- ACCESS Level 2 and/or TAC certified and completed CJTC Law Enforcement Records and/or Property & Evidence Officer academies (preferred).

### Necessary Knowledge, Skills and Abilities:

- Ability to communicate effectively on the phone and in person. Has an exceptionally good rapport with the public. Ability to establish and maintain successful working relationships; ability to work under pressure and/or with frequent interruptions.
- Working knowledge of computers and electronic data processing; working knowledge of office practices and procedures; some knowledge of accounting principles and practices.
- Skill in operating Microsoft Office Suite and listed tools and equipment.
- Must be able to pass a criminal background test and drug testing pre-employment.

## **TOOLS AND EQUIPMENT USED**

Multi-line phone system, personal computer, including word processing, spreadsheet, database, e-mail and desktop publishing software, phone, fax, postage machine, calculator, and copy machine.

## **PHYSICAL DEMANDS**

The physical demands described here 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. While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, equipment or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet, however, there may be frequent interruptions with requests for service at the front counter, phone or e-mail. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; job-related testing; oral interview and reference checks may be required.

## **SALARY & BENEFITS**

Monthly salary range: \$5,500 - \$6,000 (DOE)

City provided benefits Include:

- 90% paid employee and dependent medical insurance (excludes spouse)
- 100% paid employee and dependent dental and vision insurance (excludes spouse)
- Public Employees' Retirement System (PERS)
- Social Security
- Long-term disability insurance
- \$5,000 Life insurance (optional additional Employee life insurance)
- Employee Assistance Program (EAP)
- Up to 96 hours of accrued sick leave per year
- Up to 80 hours of accrued vacation leave per year, increasing annually with longevity
- Eleven (11) paid holidays plus one (1) floating holiday per year
- Optional employee participation in a 457 deferred compensation plan
- Optional employee participation in a Roth IRA

***An additional City contribution of \$842.04 per month (~\$10,104 annualized) is provided by the City's Flexible Benefits Plan (Cafeteria Plan).*** This amount can be used to cover health and dental premiums, other benefits, or as additional compensation.

The above job description and conditions of employment do not constitute an employment agreement between the employer and employee and are subject to change by the employer as the needs of the employer and requirements of the job change. Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documentation verifying identity and authorization to be employed in the U.S.