

## EMPLOYMENT OPPORTUNITY

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**RECORDS SPECIALIST**  
**Police Department**  
**Job #21-072**

**EMPLOYMENT STATUS:** Regular, Full-Time

**OPENS:** November 19, 2021

**SALARY RANGE:** \$3,931 – \$4,974/month

**CLOSES:** December 31, 2021  
at 5:00 PM

**\*NOTE:** Hours of work cover a twenty-four hour period, seven days a week. All shifts, including weekends and holidays, will be required.

**BASIC FUNCTION:**

Under general supervision, perform a variety of clerical and data entry tasks on an assigned shift in the collection, maintenance and preservation of criminal justice records for the Support Services Division in the Police Department. Work involves utilizing computer-based data entry programs to enter data from patrol reports and to conduct specialized file retrieval work; maintaining a variety of files; printing records and case reports as required; operating WACIC and NCIC computer terminal; processing warrants. Employee is responsible for assisting the general public, department personnel and other law enforcement agency personnel, as requested. Employee is also responsible for performing other general office duties, such as sending and receiving documents, preparing outgoing mail and answering telephones. Reports to the Civilian Operations Manager or an assigned Records Supervisor.

The incumbent in this position will be a representative member of and provide records support to a community-oriented police department as envisioned by the City Council and set forth in the department vision and values statement: a department which inspires a sense of confidence and security in the citizens of Federal Way through professionalism, citizen involvement, and creative approaches to public safety; a department which is distinguished as a caring, competent, firm, fair, accessible and innovative organization that actively seeks opportunities to help citizens; a department which is a part of, rather than apart from, the community, fostering an effective citizen-police partnership to ensure a safe and secure city.

**ESSENTIAL JOB FUNCTIONS:**

Establish and maintain a variety of tangible files, including case reports, license applications, and court documents (protection orders and warrants), filing and retrieving information for department personnel as requested or as necessary; assemble and digitize case reports related to crime report information and file in appropriate locations. Data entry for statewide crime reporting; review on-line reporting, and research legal information (RCW/WAC). Answer telephones and receive inquiries from the public, both over the phone and at the counter, providing information or referring the public to proper official as appropriate; assist the general public and other law enforcement agency personnel with a variety of records requests; review requests and determine if release of information is in accordance with department/city policy, as well as state and federal law. Process a variety of patrol reports daily, including criminal investigative, arrest, and follow-up reports; utilize computerized data entry equipment to enter, store and/or retrieve information as requested or as necessary; conduct data searches through the Records Management System and other computer programs and answer computer queries regarding criminal, military, and other records checks. Handle sensitive and graphic content in police files with tactfulness and discretion. Process and issue/authorize Concealed Pistol Licenses and Firearm Transfers. Accept and receipt payments in person and over the phone; and complete daily deposit/report. Type a variety of forms and reports from typed or handwritten copy, which requires use of complicated formats, and assumes responsibility for correctness of spelling, punctuation, grammar and format. Produce copies of case reports, forms, court documents (protection orders and warrants) etc., and distribute to appropriate department personnel and other agency representatives; send and receive documents electronically, by teletype, and facsimile machines for department personnel, as needed; and process and complete prior arrest forms and other requested documents for City/County Attorney and other appropriate agencies. Utilize computer terminal connected to the National Crime Information Center (NCIC) and Washington Crime Information Center (WACIC) to retrieve information about parties identified in criminal records; enter, confirm and cancel a variety of information regarding missing persons, stolen and impounded vehicles, warrants, protection orders, etc.; contact officials at various law enforcement agencies to obtain information pertaining to whereabouts of

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parties identified in criminal papers, and advise officers accordingly; and provide information about various parties identified in criminal papers to other law enforcement, as requested or otherwise deemed appropriate. Process warrants, protection orders, etc., on a daily basis, ensuring adherence to established policies, procedures and standards; pick up warrants from courts; separate and distribute warrants and court related documents; enters and/or updates court (warrants and protection order) data into Records Management System computer program; verify past history, driver's license, vehicle registration, etc.; prepare notification forms; confirm or cancel warrants/orders when notified. Process outgoing mail. Perform other related work as required.

**KNOWLEDGE OF:**

The nature and content of a variety of documents processed by the Police Department. Organization and operations of the Police Department. Departmental rules and regulations and City policies and procedures. Laws, ordinances and policies related to law enforcement. Arithmetic, spelling, grammar and punctuation. Modern office practices and procedures. Operation of common office machines, including computer-based data entry equipment.

**ABILITY TO:**

Use the Washington Crime Information Center and National Crime Information Center computer networks. Answer questions from the public based on working knowledge of the activities of the office. Type accurately at a moderate rate of speed. Establish and maintain a variety of moderately complex files. Maintain accurate records and develop meaningful reports from those records. Develop and modify work procedures, methods and processes to improve efficiency. Communicate effectively in oral and written form. Read and compare words and figures carefully and accurately. Exercise tact and courtesy in frequent contact with law enforcement personnel and the general public. Establish and maintain effective working relationships as necessitated by work assignments.

**EDUCATION AND EXPERIENCE:**

Requires high school graduation or equivalent and 1-2 years of experience in data entry and clerical work; or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities. College level coursework in records/office management and clerical experience in a law enforcement environment and/or specific municipal experience is preferred. Bilingual capability desired. WACIC/NCIC certification is desired or you must be able to obtain upon employment: Washington Crime Information Center certification in operation of the WACIC/NCIC Communications System. Prior to employment requires submission to thorough employment reference and background investigation; submission to general medical evaluation, and drug screen; submission to FBI record check and polygraph examination. Felony conviction disqualifies.

**TO APPLY:**

Please complete a required City of Federal Way application form, attach resume and cover letter to Civil Service Secretary/Chief Examiner. Applications are available online at [www.cityoffederalway.com](http://www.cityoffederalway.com) or by calling 253-835-2533. For Veteran's Scoring Criteria, please attach copy 4 of your DD214, if applicable. Application materials must be received by **5:00 PM, Friday, December 31, 2021.**

**TESTING:**

Applications will be screened on various criteria as outlined in the education and experience. The top scores on the screening matrix will be invited to the written test to be held on **Thursday, January 13, 2022.** The test will take approximately 2 hours and you will be notified by e-mail. You must obtain a minimum score of 70 on the written examination in order to be placed on the eligibility register.

**ELIGIBILITY REGISTER:**

Your score from the screening matrix will be weighted at 30% and the written examination at 70%. The combined score, along with Veterans' Scoring Criteria if applicable, will determine your final score and rank on the eligibility register. Candidates that appear on the Civil Service Register may be invited to interview with Police Department Representatives on **Thursday, January 20, 2022.**

*The City of Federal way is an equal opportunity employer committed to a diverse workplace. Applicants may request a copy of the City's EEOP Utilization Report by contacting Human Resources at 253-835-2531. Any person requiring ADA accommodation should advise the City of the need. For telecommunications relay service for voice and text telephones call 7-1-1 or 1-800-833-6388/TTY or 1-800-833-6384/voice.*