

South Jordan City

Job Description

Title:	Records Technician II	Effective Date:	2/1/16
Org:	100600	FLSA:	Non-Exempt
Pay Grade:	6 (5%)	Workers Comp:	Clerical

GENERAL PURPOSE

Perform a variety of working level professional and technical duties as required to expedite the preparation and processing of police records and assistance to the general public. Perform a variety advanced and specialized clerical and data entry duties related to the storage, dissemination, retention, destruction, and expungement of sensitive and confidential police records.

SUPERVISOR

Support Services Supervisor

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Accomplish performance goals established with the employee's manager.

Job attendance is required, except for authorized leave.

Operate telephone and paging communications\ equipment; receive, respond to and direct incoming telephone calls; query callers to identify needed assistance, determine appropriate division or office and direct calls accordingly.

Process, type, file, and maintain a variety of confidential police reports, citations, and records; identify nature of crimes by established categories and classifications.

Perform secretarial and clerical related duties as needed to complete forms, memos, letters, schedules, applications and/or other records related issues.

Prepare the appropriate documentation for court packets and ensure delivery in a timely manner. Assure the proper dissemination process of documents at various stages of the legal system process.

Update, maintain, process, and submit Uniform Crime Reports (UCR) and National Incident Reports (NIBR) to the Utah Bureau of Criminal Identification. Validate and update entries made in the NCIC System.

Plan, organize, and manage police records related programs such as the false alarm, GRAMMA, HIPPA, and/or record retention programs.

Provide training to police officers and other police personnel on the usage of a variety of record related programs, security laws pertaining to the usage of said programs, and/or other record related issues.

Perform various record tracking activities as needed to obtain in-state as well as out-of-state driver's license information, vehicle registration, criminal history, warrant information, stolen autos, and property checks. Perform background checks for the public.

Attend and participate in professional group meetings; attend training meetings to stay abreast of new trends and innovations in the field of police records.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D.;
- AND
- B. Three (3) years of administrative experience involving public contact, answering phones, filing and cashiering, preferably in a law enforcement setting.. One (1) of those years working as a Records Technician I.

2. Special Qualifications:

BCI Certification

Possession of, or ability to obtain, TAC certification within six (6) months of employment.

Attend 8 hours of approved TAC Training annually

Complete 8 hours of approved BCI Training annually

Must be proficient in in 10 of the 13 following areas:

New Hire Training/Records & Police Officers RMS	Alt. TAC (Terminal Access Coordinator)	Record Retention	NIBRS
UCJIS Messages	Supplies/Forms	Screenings: District Attorney (PIMS) South Jordan City	BCI set-up/train /test New Hire Access
NCIC Entry/Updates Validations	Expungements	Alarm Program	Dissemination of Police Records
Background Checks			

3. Knowledge, Skills and Abilities:

Working knowledge of Federal, State and Local Laws, codes, and regulations; penalties associated with various offenses; police records management requirements; UCR codes; proper grammar, spelling, and punctuation; interpersonal communication skills; modern filing systems related to alphabetical and numeric files; telephone systems; telephone etiquette; operation of a variety of standard office machines including computer terminal, fax machine, and copy machine, etc.

Ability to operate a personal computer and Microsoft products.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative and legal information; work under time pressures and work deadlines. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Common eye, hand, finger, leg, and foot dexterity exist.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Admin Support
Location:	Police	EEOP Class:	Admin Support
Group/BU:	General Pay Plan	Tech-Net Match:	2335