

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Three (3) years of full-time increasingly responsible records experience with at least one year of experience with law enforcement records and some supervisory experience;

2. Special Qualifications:

Must be licensed in the State of Utah as a Notary Public, or obtain within six (6) months of employment

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

3. Knowledge, Skills and Abilities:

Knowledge of management principles and principles of supervision and training.

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 supervise and coordinate the work of administrative support personnel. Plan and organize work to meet schedules and timelines. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

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:	Municipal Non-Exempt	EEO-4 Class:	Official/Adm
Location:	Police	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	2340