



CITY OF ISSAQUAH
invites applications for the position of:

Police Records Supervisor

SALARY: \$5,687.06 - \$7,710.26 Monthly
\$68,244.72 - \$92,523.12 Annually

DEPARTMENT: Police Department

DIVISION: Records

OPENING DATE: 10/18/21

SUMMARY:

We are a community-oriented department with a combined commissioned staff of more than 60 personnel who provide outstanding services to Issaquah. The Records Division has a staff of four FTE. The division serves as the front reception to the Issaquah Police Department and handles all records for City of Issaquah, Police.

The City is looking to hire the next Records Supervisor to oversee the daily operations of the Records Division in the Police Department. Under general direction from the Support Services Commander, this is a first-line supervisory position directing the work of Record Division employees. The work includes responsibility for resolving operational problems and developing procedures and standards related to a computerized records management system. The incumbent makes recommendations on hiring, retention, pay and training of employees assigned to the Records division. Participates in developing and recommending changes in policy; makes decisions on both routine and non-routine matters which deviate from department policy or standard practices

Next Review Date: November 1, 2021

Open Until Filled.

Equity Statement

The City of Issaquah strives to be a diverse workforce that is representative of the community we serve. We value a variety of perspectives and life experiences and encourage people of all backgrounds to apply. Applicants are considered for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status under federal, state and local laws. We believe diversity and inclusion among our teammates is critical to the success of our City operations.

ESSENTIAL FUNCTIONS:

- Plans, coordinates, assigns, supervises, and evaluates the work of subordinates.
- Makes effective recommendations for hiring, disciplining, terminating or otherwise taking significant actions impacting subordinate staff.
- Provides mentoring and ensures that those working in the records division learn and use excellent customer service skills.
- Addresses subordinates' concerns and performance issues.

- Supervises the department's public window, handles citizen requests for information and direction, oversees jail visitation check in process, personal complaints, refers appropriate matters to officers or command personnel.
- Operates in-house records management system to log, enter, and assemble statistical information; coordinates with staff on system operations and enhancements.
- Supervises and performs the receipt, processing and dissemination of public disclosure requests for Police Records. Ensures accurate and legally sufficient response to requests. Responsible for historical tracking of public disclosure requests and dissemination.
- Maintains and disposes of police records per federal and state laws pertaining to retention rules, periods and schedules.
- Prepares and maintains monthly and annual reports for National Incident Based Reporting System or NIBRS purposes; submits monthly and annual reports on crime statistics for the City to the Washington Association of Sheriffs and Police Chiefs (WASPC).
- Supervises the processing and issuance of concealed weapons permits, weapons transfers as well as firearm release requests per federal and state law.
- Assists in preparing department's Annual Report in areas pertaining to records.
- Reviews, processes, and distributes all records and case reports for the department and the court system.
- Ensures ACCESS compliance in all computerized records functions.
- Seeks formal training for records staff and provides direction on records responsibilities to include public records laws, NIBRS, CPL, weapons transfers, NICS, retention, and all related records division procedures.
- Interprets state, county and city maps as necessary in handling public safety service requests.
- Supervises and assists the preparation of criminal case files for various courts and reproduces as required for department personnel. Ensures criminal case files are compiled as needed by city prosecutor for current docket.
- Maintains files for the department to include cases, citations, weapons transfer permits and other files as necessary.
- Coordinates the entry of data into the records management system to ensure accuracy and consistency for quality control.
- May work the public counter as needed.
- Other duties as assigned.

QUALIFICATIONS:

- High school diploma, or G.E.D., and five years experience in records keeping, preferably in a police agency.
- Knowledge, training and experience in public disclosure and record retention, as well as weapons permit and transfer processing.
- Supervisory experience in a unionized environment highly desired.
- Any combination of education and experience, which would provide the applicant with the desired skills, knowledge, and ability required to perform the job will be considered.
- Successful completion of ACCESS Level II certification training as administered by the Criminal Justice Training Commission
- Valid Washington State Driver's License with a driving record free from serious or frequent violations.

Special Requirements

- Due to confidential and sensitive nature of information handled, successful completion of a police background check including criminal history, credit history and polygraph and psychological exam.
- No felony or repeat misdemeanor convictions including repeat traffic offenses.

Vaccination

Effective July 1, 2021, all new hires to the City will be required as a condition of employment to be fully vaccinated for COVID-19 prior to start date. If you have questions or need an accommodation for this requirement due to a disability or religious reason, you can speak to our HR Department for further information.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- Police Records Management Systems.
- Federal and State firearm and Records Retention laws.
- Automated records keeping procedures and processes.
- Forms and records management applicable to the area of operations.
- Training and experience in public disclosure and record retention rules, periods, schedules and practices.
- Principles and practices of supervision and training.
- Research methods and report writing techniques.

Skill in:

- Communicating effectively, both verbally and in writing.
- Change management.
- Project management.
- Problem solving.
- Decision making and conflict resolution.
- Diffusing irate or combative individuals.
- Modern office practices, procedures and equipment.

Ability to:

- Maintain current knowledge of Police records regulations, requirements and restrictions.
- Supervise, direct, delegate and counsel assigned staff.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with minimal supervision.
- Maintain a high degree of confidentiality and interpersonal sensitivity.
- Maintain composure and control under adverse conditions and to cope with calls and contacts firmly, courteously, tactfully, and with respect for the rights of citizens.
- Express self clearly and concisely both orally and in writing.
- Type accurately at 40 WPM.
- Work in a para-military environment. This includes the ability to perform duties and maintain professional conduct, attitude that conforms to policies and procedures of the police department.
- Analyze, comprehend, direct and carry out or delegate explicit orders and to follow critical sequences of procedures.
- Establish and maintain effective working relationships.
- Work variable shifts when necessary.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.issaquahwa.gov>

130 E Sunset Way
PO Box 1307
Issaquah, WA 98027
425-837-3040

Position #2021-00061
POLICE RECORDS SUPERVISOR
SK

Police Records Supervisor Supplemental Questionnaire

* 1. Are you a Certified Public Records Officer?

- Yes
- No
- Other

* 2. Do you have 5 years of experience in public disclosure and record retention?

- Yes
- No
- Other

* Required Question