

MAJOR FUNCTION

This is responsible, independent, complex, and highly specialized clerical work in the Records Section of the Tallahassee Police Department. An employee in a position allocated to this class performs a variety of complex duties related to reviewing, analyzing, coding, and automating designated law enforcement documents. Work may also include collecting and preparing data for special reports, and may also require interaction with the public. Work is performed under the general supervision of a Records Technician Lead Worker, Assistant Records Supervisor or Records Supervisor.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Reviews for accuracy and completeness all reports, including offense reports, accident reports, field interviews, trespass warnings, citations, and report supplements for entry into Records Management System (RMS). Determines type of crime and assigns codes to reports utilizing the appropriate Crime Information System Code (CIS), Uniform Crime Reporting Code (UCR), and Florida State Statutes designation. Enters required data from reports for the Police Department's submittal to the Florida Department of Law Enforcement (FDLE). Processes and prepares accident reports that occurred within the City, and citations issued by the Tallahassee Police Department (TPD), into the Records Management System (RMS) in compliance with the criteria of Florida Department of Highway Safety and Motor Vehicles (DHSMV). Processes and prepares citations in compliance with Traffic Court criteria. Determines if reports are Non-Reportable such as field interviews, trespass warnings, baker act, suicide attempt, damaged property, etc. Updates data in the master business, vehicle and persons files. Interacts with law enforcement personnel in reference to illegible or incomplete handwritten reports which do not meet uniform crime information reporting standards. Responds to telephone and walk-in requests; retrieves data and microfilm as required, utilizes knowledge of the public records law as it relates to disseminating information. May assist in problem solving involving identification, and assist with analysis of diversified issues. May assist administrative and/or supervisory personnel in identifying programming problems in the record management system; cross training employees, and training new employees and recruits. Assists supervisory personnel in planning and research activities, and in developing and executing special programs. Performs related work as required.

Other Important Duties

Assists the public, department personnel, and other law enforcement agencies with the retrieval of documents maintained by the Records Section. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of modern office practices and procedures. Knowledge of the Law Enforcement coding and State Statutes governing the recording and maintenance of official documents. Knowledge of the procedures, duties, and responsibilities of the Tallahassee Police Department's Records Section. Knowledge of standard techniques as applied to the operation and maintenance of a complex filing and records management system. Ability to perform complex clerical work with minimum supervision. Ability to interpret and explain state statutes, regulations, and standards relating to the maintenance, safeguarding, security, and disposal of public records. Ability to maintain complex records and to prepare reports. Ability to work with the general public as well as fellow employees. Skill in the operation of standard office machines. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and three years of office clerical and/or typing experience in an office environment. Successfully completed secretarial or office clerical course work beyond the high school level may be substituted at the rate of 30 semester hours or 720 classroom hours on a year-for-year basis. Successful completion of college course work may be substituted at the rate of 30 semester hours per year on a year-for-year basis for the required experience.

Necessary Special Requirement

Ability to type at the rate of 35 correct words per minute.

Established: 8-11-98

Revised: 04-20-04*