

City of Kelso, Washington		
Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position.		TITLE Records Supervisor – Executive Assistant
DEPARTMENT Police Department		CLASS/EXEMPT STATUS Non-Exempt
DIVISION Police Department	SUPERVISOR Chief of Police	CLASSIFICATION RANGE M-12
<u>POSITION DESCRIPTION</u>		
<p>Under general direction, the Records Supervisor-Executive Assistant plans, directs and manages the clerical and records division staff of the Kelso Police Department in the operation and maintenance of law enforcement information and records systems. The position is expected to: (a) perform a varied range of clerical and specialized activities of a moderately difficult to complex nature, including tasks unique to the Captain and Chief of Police; (b) work from general directions within a broad scope; and (c) exercise judgment and initiative when performing duties that measurably impact program success.</p>		
<u>ESSENTIAL FUNCTIONS</u>		
<ul style="list-style-type: none"> • Responsible for difficult, complex, and routine clerical and/or administrative support duties. • Manage administrative projects and programs as directed by the Chief of Police in coordination with consultants and vendors. • Coordinate training, monitoring and evaluating Records Specialist staff on a regular basis. • Responsible for scheduling and providing staff coverage in Records unit as needed. • Organize, maintain and update personnel and other files of a confidential nature for the Chief of Police. • Involved in administrative problem solving and providing recommendations for the improvement of office systems and/or procedures. • Draft and review official correspondence from the Chief of Police to the public. • Manage the retention, maintenance, distribution and disposition of all records. • Conduct research and perform analysis on assigned policy areas, and prepare recommendations for consideration by the management team. • Responsible for the accuracy of entries into the Spillman records system for NIBRS. • Generate queries to provide data needed for a monthly NIBRS report and departmental statistics, as well as specialized reports pertaining to arsons, assaults on officers, hate crimes and traffic safety restraint violations. • Attend governmental, business, and community meetings on behalf of the City as directed. • Coordinate the records function with other agencies. • Manage schedules, make travel arrangements, and process department expenses for the Chief of Police and department personnel. • Act as the liaison between the Police Department and other internal City departments as directed. • Monitor Police Department budget as well as prepare and submit departmental bills for payment to the Finance Department. • Acts as inventory control and purchasing agent for the department's office forms, supplies, and equipment. • Review and update content on the Police Department website. • Keep Chief of Police/Captain informed of department activities. • Perform other duties as assigned by the Chief of Police and/or Captain. 		

POSITION REQUIREMENTS (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):

EDUCATION

- High School Diploma/GED or a minimum four years experience in criminal justice and/or records information management

EXPERIENCE

- Any combination of education, work, or internship experience in public or private organizations that demonstrate attainment of the necessary Knowledge, Skills, and Abilities provided within the position description.

KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS

- Work independently under broad direction and goals.
- Knowledge of principles and practices of advanced municipal administrative support, research, surveys, and office practices and procedures.
- Familiarity with applicable Washington State laws and regulations related to public records disclosure.
- Regulate records to ensure compliance with State and Federal laws, codes and regulations pertaining to dissemination and release of records.
- Customer services concepts and principles.
- Effectively communicate in written, verbal, and diagram form.
- Direct, organize, and coordinate multiple projects and activities.
- Gather, interpret and understand a variety of documents such as records, policy and procedure manuals, and instruction.
- Gather, interpret, and present a variety of data and information.
- Record keeping and file preparation/organization.
- Establish and maintain effective working relationships with internal support units, vendors, and citizens.
- Resolve conflicts and issues with staff, public and other stakeholders appropriately and timely.
- Plan and organize daily activities and duties.
- Ability to operate computer photocopy machine, telephone, fax machine, ACCESS computer System and police radio system.
- Must be ACCESS II certified and qualified for the function as the department's Terminal Access Coordinator.
- Operating office computer software including word processing, spreadsheet, database, and presentation programs.

SPECIAL REQUIREMENTS

- Successfully pass a modified background investigation.
- Occasionally lifting of up to 25 pounds of supplies and equipment
- Possess a valid Washington State Drivers license.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
-------------	------	------------	------	-------------	------	-----------------------	------