

CITY OF TOPPENISH

Class Specification

Title:	Lead Records Specialist		
Department:	Police	Reports To:	Asst. to the Police Chief
FLSA Status:	Non-Exempt	2022 Salary:	\$3,838 to \$5,144
Union Status:	Teamsters	Effective Date:	November 1, 2021

General summary

Under general supervision of the Assistant to the Police Chief, the position is responsible for all aspects of Police Records including electronic, paper, audio, and video records; responds to requests for discovery and managing the police evidence room. Performs a variety of administrative and clerical duties such as conducting criminal records checks, concealed weapons licenses applications, scheduling fingerprinting, filing, record keeping, data entry, and cash receipting. The position receives occasional instruction or assistance, as new or unusual situations arise, and is fully aware of the operating procedures and policies of the work unit.

Essential functions/Major Responsibilities

- This position has the same duties as required of the Records Specialist however this position is distinguished from the Records Specialist position by the additional responsibilities of the of retrieving, reviewing, and redacting all digital media collection through body worn, vehicle, and interview room cameras; and managing the police evidence room.
- Process all records requests including audio and video, investigates dispositions, reviews, redacts for dissemination, approves, or denies records release to the public based on State and Federal Laws.
- Remain knowledgeable with the laws, rules, regulations, and procedures related to the Public Records Act, Criminal Records Privacy, and Public Disclosure.
- Provides information on department policies and procedures, including Privacy and Public Disclosure laws.
- May be required to testify in court, as Records Custodian and/or Evidence Custodian.
- Arrange for and coordinate appointments with the public for viewing public records.
- Coordinate the management of the inventory and storage of archived public records.
- Secure property and evidence to maintain chain of custody to ensure the safe preservation of property and evidence.
- Maintain, modify, and update evidence database program. Inputs all information into database from paper and on-line submittals; verifies completeness of data.
- Prepare disposition documentation and arranges disposition according to the Washington State Archives.
- Collects and accounts for money; balances cash receipts daily and prepares deposits for Finance Department.
- Complete monthly validations for No Contact Orders, missing people, stolen vehicles, etc.
- Maintains complex records and filing systems.

- May be required to take notes at meetings or interviews.
- Ability to compose letters independently.
- Follows verbal instructions or established procedures.
- Participate in citywide activities for the management and processing of public records.
- Provide exceptional customer service.
- Perform other related duties as assigned.

Job Scope

Position encounters recurring work situations with occasional variations from the norm and involves a moderate degree of complexity or difficulty due to the review analysis required for retention, redaction, release, and deletion of video in accordance with applicable records retention and public records disclosure laws, as well as the knowledge of the methods and procedures related to duplication, storage and retrieval of body worn camera videos.

Working Conditions

Duties are performed in an office environment which may require extended periods of time sitting or standing while performing duties. Occasional heavy work includes lifting and carrying boxes and supplies up to 40 pounds. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to maintain long-term and short-term memory. Works with the public, some of whom may be irate, upset, or disturbed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibility

The position has no supervisory responsibilities.

Minimum Qualifications

Knowledge, Ability and Skills

- Working knowledge of police records, Washington State RCWs, laws, codes and ordinances related to police records retention and record management guidelines and Public Disclosure Act.
- Working knowledge of Privacy and Public Disclosure laws, specialized language, terms, and office equipment.
- Working knowledge of modern clerical and administrative support practices and office principles, practices, and techniques.
- Working knowledge of business English, spelling, grammar, punctuation, filing, cross-indexing procedures, and business math functions, including percentages.

- Working knowledge of modern office procedures, practices, and equipment.
- Working knowledge of computer systems and software.
- Ability to learn and follow various City, State and Federal rules and regulations.
- Ability to operate a variety of office equipment, computer, and various software applications.
- Ability to recognize highly emotional situations and calmly deal with difficult situations involving the public.
- Ability to deal tactfully and courteously with other employees, City officials, members of the Criminal Justice system and the general public.
- Ability to remain up to date on Privacy and Public Disclosure laws, specialized language, terms, and office equipment.
- Ability to understand and follow the policies, procedures and services of the department and the City.
- Ability to make independent decisions of moderate importance.
- Ability to understand and follow quickly and accurately written and verbal instructions.
- Ability to maintain records accurately and legibly.
- Ability to establish and maintain positive, effective working relationships with those contacted in the performance of work.
- Work independently with minimal direction.
- Manage multiple tasks with competing deadlines.
- Maintain confidentiality of information.
- Must be able to maintain regular, reliable, and punctual attendance.

Education and Experience:

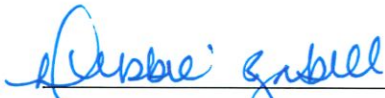
- High School Diploma or GED, two years of intermediate level administrative support, and post-high school course work or training in business subjects.
- Two years of experience processing public records requests, preferably in a police agency.
- Any other combination of education, experience, and training which provides the applicant with the necessary knowledge, skills, and abilities required to perform the essential functions of the position listed above.

Licenses, Certificates, and Other Requirements

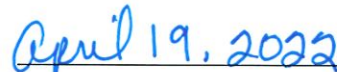
- Possession of ACCESS Level II certification.
- Possession of or the ability to obtain Certified Public Records Officer designation or to obtain designation within three (3) years of appointment.
- No felony or repeat misdemeanor convictions, including repeat traffic offenses.
Candidates will be required to undergo a criminal background investigation.

- Valid WA state driver's license with driving record free of frequent or serious violations.

APPROVED:



Debbie Zabell, Interim City Manager



Date