

## **CITY OF TOPPENISH**

### **Class Specification**

<b>Title:</b>	Records Specialist		
<b>Department:</b>	Police	<b>Reports To:</b>	Asst. to the Police Chief
<b>FLSA Status:</b>	Non-Exempt	<b>2022 Salary:</b>	\$3,430 to \$4,598
<b>Union Status:</b>	Teamsters	<b>Effective Date:</b>	November 1, 2021

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#### **General Summary**

Under the supervision of the Assistant to the Chief of Police, performs a variety of clerical office duties and specialized law enforcement duties in support of Police activities.

#### **Essential Functions/Major Responsibilities**

- Serves as the initial point of contact for the police department. Receives, screens, and routes incoming phone calls, counter contacts and emails. Gathers information related to calls for service to determine the type of assistance of services needed and forwards appropriately.
- Enters state accident reports, citations, juvenile arrest information into the local Records Management System (RMS). Enters missing persons, stolen and pawned property, protection orders, and warrants into the WACIC/NCIC state and national data bases meeting deadlines.
- Fingerprints on an electronic system linked to Washington State Patrol
- Disseminates police reports/records to the public in accordance with the Public Records Act, Revised Code of Washington, and City public records procedures.
- Collects and accounts for money; balances cash receipts daily and prepares deposits for Finance Department.
- Processes officer reports and citations for the city and county prosecutors. Runs criminal histories, driving backgrounds, and license plates for approved personnel.
- Corrects addresses on calls for service requiring knowledge of Toppenish's defined patrol areas. Validates officer reports and citations for Incident Based Reporting program and quality control purposes.
- Processes a variety of applications by providing background checks. Includes concealed pistol licenses, gun purchases, business licenses and law enforcement applicants.
- Enters and prepares for service orders for Superior, District, and Municipal Courts.
- Assists with maintaining and updating the police records management system, ensuring records are maintained, processed, retained, disposed, and/or recovered in accordance with federal, state, and local laws and City policies.
- Processes alarm billings monthly by running a report and forwarding the report to the Finance Department for billing.
- Validates all record entries monthly of serial numbers and court orders in a national crime data base to ensure complete and accurate information as required by regulations.
- Prepare records for storage and archival when closed.
- Prepares disposition documentation and arranges disposition.

- Supports administrative staff and police officers.
- Assists outside agencies by verifying case information or supplying report copies in accordance with state law and City policies.
- Provide exceptional customer service.
- Requires regular and reliable attendance.
- Performs other related duties as assigned.

### **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.

### **Minimum Qualifications**

#### **Knowledge, Ability and Skills**

- Knowledge of police records, Washington State RCWs, laws, codes and ordinances related to police records retention and record management guidelines and Public Disclosure Act.
- Knowledge of modern clerical and administrative support practices and office principles, practices, and techniques.
- Well developed communication skills, both written and oral with appropriate use of business English, including correct grammar, letter composition, spelling, punctuation, and mathematical skills.
- Knowledge of filing and records systems.
- Proficient knowledge of Microsoft Office Suite, including but not limited to Outlook, Word, Adobe, and Excel.
- Excellent analytical, organizational, and time management skills.
- Ability to type 35 WPM with accuracy.
- Ability to answer inquiries by telephone, computer or in person.
- Ability to analyze police records requests and to articulate requirements to departments, citizens, agencies, and other groups.
- Ability to understand and execute complex oral or written instructions.
- Ability to prepare correspondence, including letters, reports, forms, and specialized documents.
- Ability to proofread and edit materials for professional formatting, grammar, punctuation, accuracy, and compliance with department policies.



- Anticipate department priorities.
- Apply extensive or obscure guidelines to a wide variety of work situations.
- Express ideas clearly and concisely, verbally and in writing.
- Set and manage priorities for work in a public environment with frequent interruptions, while providing excellent customer service to a wide variety of customers.
- Establish and maintain effective working relationships with other Police Department and City employees, outside agencies, vendors, public officials, and with persons from widely diverse ethnic and economic backgrounds.
- Perform word processing, data entry and retrieval work proficiently with attention to detail.
- Operate a variety of office machines and other equipment, including but not limited to personal computer, various computer software programs and tracking systems, telephone, copy and fax machines.
- 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.

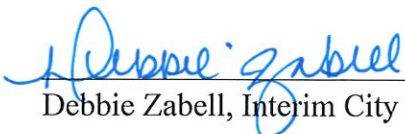
#### **Education and/or Experience**


- High school diploma or GED and one year of records keeping experience, preferably in a police agency.
- Any other combination of education and experience which would provide the applicant with the necessary knowledge, skills, and abilities required to perform the work will be considered.

#### **Licenses, Certificates, and Other Requirements**

- Successful completion of ACCESS Level II certification (Must obtain within 6 months of hire.)
- 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