



Job Title	Police Records Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	3	Job Code	14453

Class Specification – Police Records Manager

Summary Statement:	
<p>The purpose of this position is to manage the overall operations and strategic direction of the records and ID section in support of the department's mission. This is accomplished by setting strategic goals and objects for the records section and participating actively in various committees and projects; acting as a definitive resource to others; and designing and implementing workflow systems. Other duties include assignments needed by command staff and direct supervision.</p>	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Directs and coordinates the daily operations by ensuring work being completed is measured against established goals and existing staff resources are maximized; reviewing policies and procedures for opportunities and working cooperatively with the El Paso County Sheriff's Office; developing strategic goals and objects; and directing the activities of record supervisors.
30%	Oversees the development and organization by monitoring the expenditure of funds on supplies, staffing, and operations; and developing annual operating budget and implementing adjustments.
10%	Reviews requests as needed for the release of records by testifying in court as required; ensuring retention rules and developing Six Sigma based systems; and analyzing complex legal documents.
10%	Directs the sex offender registration process by working cooperatively with sex crimes leadership to ensure sex offender registration processes are designed and implemented to increase both speed and accuracy; and offering input and dissertation on pending sex offender legislation.



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Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major course work in public administration, business administration, records management, or related field.

Experience: Five years of full-time responsible public safety records and identification experience including two years of administrative and supervisory experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

CCIC/ NCIC Certification	Within 3 months of start date
Certifications required in accordance with standards established by departmental policy.	



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Supervision Exercised:

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments with broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds of the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands:

Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Several times per month
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Copier, Fax, Scanner, Telephone, Printer, Fingerprint scanner, PC, and Laptop.

Specialized Computer Equipment and Software: Microsoft Office/SQL, Unix based: CJIS, CAD, Adobe Redaction Software, Aegis EMS Software, Court software, CBI OpenFox software, LERMS, JISinternet, and mobile data client.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014