

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Police Records Specialist I and II
DEPARTMENT: Police
REPORTS TO: Various

SALARY GRADE: 12 & 13
FLSA STATUS: N
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Provides clerical and administrative support to the Police Department by processing and distributing various information and records.

ESSENTIAL JOB FUNCTIONS:

Scans and performs data entry of arrest and impound information and distributes to other agencies as necessary; prepares arrest packets and identification cards as needed.

Sorts, separates, copies and arranges files, letters, documents and materials for the department and distributes to outside agencies.

Enters information concerning and reconciles parking ticket payments; forwards credit card information to Finance Department.

Notifies owners of impounded vehicles about intent to dispose of vehicle and releases impounded vehicles to the appropriate citizens.

Assists in collecting department related fines and retrieving property of arrestees.

Receives and answers requests for information from employees and public in person, by telephone and/or in writing, often requiring extended research.

Prepares correspondence for the courts and sends copies to moving and parking citations; handles court requests from citizens by preparing correspondence for the courts and reconciling the reports back from the courts.

Expunges information from files and databases as required.

IMPORTANT JOB FUNCTIONS:

Receives deliveries, escorts service/delivery people within the department.

Prepares reports as requested.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Police Records Specialist I
High School diploma or equivalent; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Police Records Specialist II
High School Diploma or equivalent; and,

Two to three years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

National Crime Information Center Certification Preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and procedures used in maintaining and controlling a complex filing system.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to enter and retrieve data or information into a terminal, PC or other keyboard device.

Ability to proofread and check for accuracy in various reports, computer entries, and police logs.

Ability to perform duties rapidly and accurately.

Ability to keep confidential information.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, feel or keyboard; speak and hear; reach with hands and arms; lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.