



Town of Hillsborough Positions Descriptions Records Supervisor

Department: Police
FLSA Status: Non-exempt

Bargaining Unit: Police
Revision Date: 08/02/00

GENERAL PURPOSE

Under general supervision, performs a variety of complex and routine tasks in the administration and maintenance of police records and court documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform, but are not limited to, the duties noted below on a regular basis:

- Administers and develops procedures for retaining, filing and indexing of written and taped records, including warrants, criminal registrations, vehicle accident reports, permits and licenses;
- Organizes, secures, and documents chain-of-custody for evidence in storage and in transit;
- Prepares court documents for filing;
- Drafts routine and complex statistical reports for submission to department, Town, State, Federal and other agencies;
- Assists in the development and implementation of technical aids and equipment for the maintenance of a modern records system;
- Trains employees on operation of automated records management programs;
- Prepares information, reports and other documents for release to public and other agencies;
- Audits vehicle repair and expense records;
- Assists with departmental purchasing activities.

DESIRED MINIMUM QUALIFICATIONS

Candidates for the position should possess the equivalent of a high school diploma (completion of college-level coursework and P.O.S.T. Records Manager class is highly desirable), and three (3) years' increasingly responsible work experience in administration of police records. Knowledge of records and evidence management principles and procedures; vehicle contract/warranty administration; court filings; and subpoena accountability and returns. Ability to read and interpret laws and policies; understand and carry out oral and written instructions; and establish and maintain working relationships with coworkers, members of other agencies and the public. Skills to operate word processing, spreadsheet and database programs; to make simple arithmetic computations.

City Manager: _____ Date: _____