

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: PL010 Police Records Technician
POSITION #/TITLE: 14 positions Police Records Technician	Adopted: 07-97
	Revised: 05-14

POSITION DESCRIPTION

Dept: Police	Manager Level: Non-Manager
Salary Plan/Description: POL/Police Bargaining	Salary Grade: 16
Reports To Position #/Job Code #/JC Title: 0405/NB216/Police Records Supervisor	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Typing Test (minimum score 50 WPM), Numeric filing, Clerical proofreading, Microsoft Word
Personal Protective Equipment: None	

General Statement of Duties

Provides and maintains accurate and effective information records of various kinds in support of Police Department programs.

Distinguishing Features of the Class

Work is performed according to established standards and procedures, with some discretion in work method and schedule.

Examples of Essential Work (Illustrative Only)

Establishes files or records from information received by telephone or directly from the public;
Types or performs data entry of information of various kinds for files and records;
Operates various computer equipment to establish and maintain work system records;
Compiles periodic statistical data for reports;
Processes subpoenas and other court related documents;
Types reports;
Transcribes machine dictated police reports and other materials to appropriate form or copy;
Searches files for information needed by patrol or investigation personnel;
Gives information to visitors and inquiring public according to established policy and procedure;
Assists and instructs new employees with on-the-job training;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of prevalent practices in office services;
Knowledge of the topical material of the work system, acquired through on-the-job training;

Skill in operation of a typewriter and computer at high speed and accuracy;
Ability to operate the following equipment and tools: typewriter, computer using word processing software, calculator, copiers, data entry devices, printers and machine dictating devices;
Ability to handle confidential both internal and external information with tact and discretion;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or GED; and
Minimum of four years experience in typing and general office work, including two years in police records work in local government preferred; or the equivalent in a training-experience combination; and experience in operation of computerized work systems preferred; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Ability to obtain Iowa NCIC certification within six months of appointment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to prepare printed materials, and to read a variety of materials;
Sufficient manual dexterity, which permits the employee to operate a computer keyboard and other computer related equipment;
Sufficient personal mobility, which permits the employee to work in a general office environment.