



## Job Description

### Records Supervisor

Pay Grade: G09

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**Employment Status:** Full-Time

**FLSA Status:** Non-exempt

**Experience Required:** Minimum four (4) years of public recordkeeping and records management experience.

**Minimum Education Requirements:** High School graduation or G.E.D. and minimum of two (2) years of college and/or technical training.

**Department:** Police.

**Direct Supervisor:** Police Captain.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works inside in an office setting.

**Certification:** Valid State of Florida driver's license. Certified by the FDLE for FCIC/NCIC Computer.

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**Job Summary:** Performs responsible work in the development of statistical and management information reports and involves primary supervision, direction, and control of subordinates in the management and supervision of the Records section at the City's Police Department.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Plan, organize, and supervise the operations and maintenance of the Police Department Records Section.
- Supervise employees engaged in a variety of clerical and record keeping functions.
- Assign and review work of subordinates, schedule workload, and assess work on a daily basis to ascertain the status in relation to department and division requirements.
- Conduct performance evaluations for assigned personnel.
- Assist in the formulation and administration of records management policies and procedures.
- Supervise and participate in work relating to sorting, coding, storing, and retrieving records.
- Access, input, and retrieve information from a computer.
- Conduct crime analysis and statistical data retrieval.
- Participate in Uniform Crime Reporting, development and the preparation of UCR data, reports, and submission to the State.
- Maintain knowledge of current public records reporting laws.
- Coordinate with the State Attorney's Office and County Clerk's Office's records-related issues.
- Prepare routine correspondence and special reports.
- Train existing and new employees on system applications and procedures.
- Perform other job duties as assigned.



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#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Modern office methods, practices, and equipment.
- Standard techniques as applied to the operation and maintenance of complex filing and public records management system.
- Principles, practices, and procedures of data processing.
- Various computer software applications and SunGard OSSI software operations.
- Philosophy, principles, practices, and techniques of police work in both sworn and non-sworn areas.

##### **Skills**

- Strong written and oral communications and relational skills.
- Basic math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

##### **Abilities**

- Understand and follow moderately complex instructions.
- Learn new methods, procedures, and operations.
- Handle multiple tasks and work independently with minimal supervision.
- Supervise the work of subordinate-level clerical personnel.
- Prepare complex written and statistical reports.
- Access, input, and retrieve information from a computer.
- Assemble, organize, and present statistical and administrative information.
- Establish and maintain effective working relationships with other employees, the general public, and other agencies.

#### **Physical Demands**

The work is light work which requires exerting up 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.



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- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date