

CITY OF HIBBING

JOB DESCRIPTION

JOB TITLE Records Management Technician	DATE March 2010
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DEPARTMENT Police	COMPARABLE WORTH RATING
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REPORTS TO – Chief of Police, Deputy Police Chief and Administrative Assistant

SCOPE OF POSITION
General Statement of Duties: Performs a variety of routine and complex tasks in maintaining the complete and accurate keeping of official records of the police department. Completes various secretarial and clerical duties involving data entry, filing and transcriptions.

Supervision Received: Works under the administrative direction of the Chief of Police, Deputy Chief, and Administrative Assistant

Work Environment: Indoor office setting.

Supervision Exercised: None

- PERFORMANCE RESPONSIBILITIES**
The following list is not intended to be all-inclusive, as duties will vary depending upon the direction of the Chief of Police and Deputy Chief of Police.
- Aids in the planning, organizing, and maintaining department’s general filing system
 - Maintain computers and software programs
 - Monitors and maintains the process by which cases are routed through the court system (e-citations)
 - Enters citations and dispositions into the records system
 - Follows through with evidence procedures from court dispositions
 - Classifies, codes, enter and disseminate files and maintains reports of criminal and statistical activity to ensure efficient and proper record keeping
 - Conducts computerized inquiries to obtain criminal history and other law enforcement data for specific application request and in-house purpose
 - Performs routing business tasks of answering phones and providing customer assistance
 - Inputs generated law enforcement information into the department computerized record system (cross reference) Shield with Tibron
 - Issues licenses, receipts and invoices for worked performed and records
 - Notorize documents
 - Handle court orders for expungements
 - Complete hot file validations and 2nd party checks
 - Track suspense records through fingerprints – use BCA Record Management System
 - Process DWI paperwork that has to be sent to court, attorneys and State of Minnesota
 - Maintain files on protection, harassment and DANCO orders
 - Process firearm applications
 - Enter information into CJRS (Criminal Justice Reporting System)

JOB TITLE

Records Management Technician

- Serve as a Terminal Agency Coordinator
- Serve as website administrator for MRAP, SSS and DVS
- Order necessary office supplies as needed
- Transcription of reports, correspondence and statements
- Compile weekly activity reports on law enforcement incidents
- Maintain file/program for parking permits
- Train new employees on the department record system and computers
- Provide information and reports to outside agencies
- Provide authorized information to the media
- All other duties assigned

KNOWLEDGE, SKILLS, ABILITIES

- Working knowledge of computers and electronic data processes
- Working knowledge of modern office practices and procedures
- Working knowledge of MN State Statutes and City Ordinances
- Knowledge of coding uniform offense codes
- Knowledge of MN Data Practices
- Knowledge of state and federal crime reporting systems and procedures
- Knowledge and understanding of the City of Hibbing and Hibbing Police Department's policies and procedures
- Skill in operating department computer equipment
- Skill in performing transcriptions and services
- Ability to effectively meet and deal with the public
- Ability to communicate effectively, verbally and in writing
- Ability to work independently and prioritize work load
- Ability to handle stress and work under pressure
- Ability to develop and maintain effective working relationships
- Ability to preserve confidentiality
- Ability to lift up to 20#

SPECIAL REQUIREMENTS

- Must attend and successfully complete the CJRS course, Terminal Agency Coordinator Course, Basic Terminal Operator and Advance Terminal Operator Seminar and the computerized Criminal History/ Interstate Identification Index, (CCH/III) seminar as presented by the MN Bureau of Criminal Apprehension
- Must become proficient in operating the law enforcement computer software program
- Must successfully complete on a 2 year basis the MNCIS Full Access Operator State Recertification test administered through the MN BCA
- Must be commissioned and serve as a Notary Public

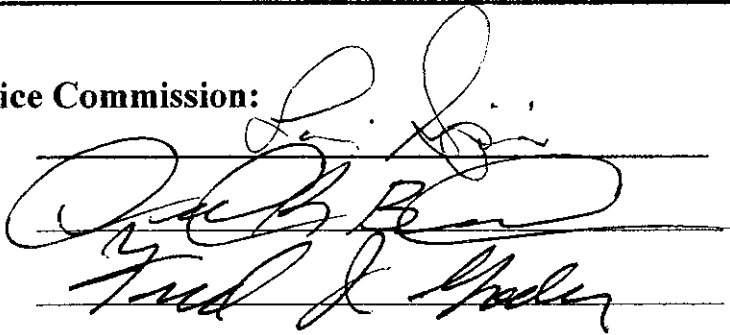
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Records Management Technician

MINIMUM QUALIFICATIONS

- High school diploma
- An accredited vocational program in clerical support, administrative assistance or closely related field or any equivalent combination of education and relevant work experience
- Minimum of three years secretarial experience and two years of computer data input experience
- Computer data input speed of not less than 45 net words per minute
- Must have valid MN drivers license
- Must pass background check and submit to fingerprints as mandated by the MN BCA
- Formal applications, rating of education and experience, oral interview and reference checks, background check and a job related test may be required

Police Commission:



The image shows three handwritten signatures in black ink, each written over a horizontal line. The signatures are cursive and appear to be: 1. L. J. ... 2. ... 3. Fred J. ...

Date 4-15-10