

State College Borough

Technician, Records

Job Description



REPORTS TO: Police Records Supervisor
ROLE & LEVEL: T1

DEPARTMENT: Police Administration
FLSA STATUS: Non-exempt

WORK OBJECTIVE:

The Records Technician is responsible for performing specialized work regarding the input, review, maintenance, storage, retrieval, and destruction of police records relating to criminal justice activities. Ensures compliance with federal, state, and local regulations. Work is performed under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews, classifies, and codes police documents for input to Uniform Crime Reporting; sorts and disburses all paperwork to respective recipients
- Enters information from incident reports into the records management system; carefully monitors the accuracy of data already entered for each incident; monitors and properly destroys all confidential paperwork not needed in files
- Collects, maintains, processes, and reviews confidential law enforcement data such as police reports, arrest documents, accident reports, and fingerprints
- Maintains a schedule of court hearings and notifies officers of hearings or changes regarding hearings; prepares paperwork required for court hearings
- Responds to questions from the public, staff and other law enforcement agencies in person and by telephone; forwards calls to appropriate personnel as needed
- Maintains departmental filing system according to established regulations
- Assists with organizing and overseeing various fundraising events

Supervision:

- None

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of relevant federal, state and local regulations, laws, and ordinances pertaining to police records operations
- Knowledge of Uniform Crime Reports or National Incident-Based Reporting System standards
- Knowledge of and ability to use the police records management system and other applicable software related to records maintenance
- Knowledge of modern office practices, procedures, and filing systems
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to maintain detailed accurate records and create and maintain databases
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by one or more years' clerical experience in a position involving public contact; or an equivalent combination of education, certification, training, and/or experience. This position requires a criminal background evaluation and a valid Pennsylvania Driver's License

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- None

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date