

**MAJOR FUNCTIONS**

This is administrative work processing, maintaining, and releasing police department records, responding to citizen inquiries, and fulfilling public records requests for video and other media in accordance with Florida State Statutes. An employee in a position allocated to this job class performs a variety of complex duties such as analyzing, coding, and storing designated law enforcement documents, collecting, and preparing data for special reports, and compiling, reviewing, and redacting various records (such as video and audio recordings) for distribution. Additional duties include facilitating the training of Records Clerks and Technicians. Work is performed under the general supervision of a Records Supervisor.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Courteously and effectively communicates with citizens, co-workers, and governmental entities to respond to inquiries and concerns, correct reports, and fulfill various public records requests. Reviews for accuracy and completeness all electronic reports and supplements populated into the Records Management System (RMS) via the Field Base Reporting System, before validating the reports within RMS. Reviews reports to determine the crime type, based on Uniform Crime Reporting (UCR) standards, for submission to Florida Department of Law Enforcement. Manually enters and validates required data from all handwritten reports including criminal citations. Processes and prepares citations issued by the Tallahassee Police Department, in compliance with the criteria of Florida Department of Highway Safety and Motor Vehicles and Leon County Traffic Court. Updates data in the Master Business, Vehicle, and Persons files within the RMS. Review reports entered FCIC and NCIC for additional information pertaining to the status of the previously entered reports. Responds to telephone, email, fax, and walk-in requests for crash reports, offense reports, calls-for-service data from CAD (Computer Aided Dispatch) notes, and local criminal history background checks. Reviews and redacts information, in accordance with Florida Public Records Law, from these documents, as well as photographs and video and audio recordings, prior to dissemination. Processes payments for requested reports and additional services, as necessary. Disposes of public records and other records in accordance with the applicable retention schedules, Florida State Statutes, Florida Administrative Code, and court orders. Assists administrative and/or supervisory personnel in identifying programming problems in the RMS, trains new employees and recruits, participates in planning and research activities, and assists in developing and executing special programs.

**Other Important Duties**

Assists the public, Department personnel, other law enforcement agencies, and various entities with the retrieval of documents maintained by the Records Section. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills:**

Superior communications skills and thorough knowledge of modern office practices and procedures to effectively and efficiently maintain effective working relationships and respond to citizen inquiries and requests. Knowledge of law enforcement coding, state statutes, and other regulations and standards governing the recording, maintenance, security, and disposal of official documents. Ability to operate and maintain a complex filing system and RMS. Ability to operate standard office machines, microcomputers, personal computers, and the programs and applications necessary for successful job performance. Possess the technical aptitude to apply Florida State Statutes in the redaction of video, photographic, audio and written public records. Ability to establish and maintain effective working relationships, maintain complex accurate records, prepare reports, and perform other complex clerical work with minimum supervision.

**Minimum Training and Experience**

Possession of an associate's degree and two years of work experience that includes data processing responsibilities or customer service in an office environment; or an equivalent combination of education, training, and experience.

Successful completion of secretarial or office clerical course work, beyond the high school level may be substituted at the rate of 30 semester hours or 720 classroom hours on a year-for-year basis for the required work experience. Successful completion of college course work beyond the minimum college requirement may be substituted at the rate of 30 semester hours per year on a year-for-year basis for the required work experience.

**Necessary Special Requirement**

Ability to type at the rate of 25 correct words per minute.

Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Established: 01-17-18

Revised: 10-17-22