

CITY OF OBERLIN JOB DESCRIPTION
Records Coordinator

Title:	Records Coordinator	Department:	Police
Supervisor:	Police Chief	Positions Supervised:	None
Status:	Part-time	Civil Service Status:	Unclassified
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	N/A	Pay Grade:	Not categorized
		Schedule:	As directed by Police Chief

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

The Records Coordinator serves as the City's administrator of the Police Department records. The Records Coordinator performs various clerical and administrative duties in the department, and responds to requests for public records from the public and other law enforcement or court officials.

The Records Coordinator shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Records Coordinator shall demonstrate leadership and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

Requires a high school diploma or GED and at least five years of previous experience in a clerical or administrative position involving public records administration and automated document control systems, or an equivalent combination of education and experience which provides the necessary knowledge, skills and abilities to perform the work. The position requires a valid state of Ohio driver's license.

Must have a telephone at place of residence. Must pass a police criminal convictions records check, background investigation, psychological exam and polygraph exam, and pre-employment

drug screen prior to hire. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Primary Job Duties:

- Reads, codes, enters, retrieves and verifies information in Police Department's computerized records system
- Prepares, creates and generates routine reports of information from records database systems for local, state and federally mandated reports
- Responds to inquiries and provides customer service at reception area
- Assists customers with requests for public records; researches records and information as needed to respond to requests
- Performs various routine clerical procedures including typing, filing, data entry, researching information and responding to inquiries
- Assists department personnel as needed with technical issues regarding records system
- Establishes and maintains record keeping procedures to ensure public and police records are maintained according to established guidelines and regulations
- Collaborates with City Records Commission and/or City Clerk to coordinate disposal of records
- Maintains records storage facility to ensure efficient access to stored records
- Attends various training opportunities to maintain current awareness of public records laws and other related regulations
- Performs additional duties as needed or assigned

Required Knowledge, Skills and Abilities:

- Knowledge of the City of Oberlin and Police Department policies and procedures
- Knowledge of basic computer hardware and software components and operations
- Knowledge of criminal justice methods, procedures and programs
- Knowledge of NCIC, NLETS and LEADS systems, rules, regulations, broadcast message procedures and related guidelines including regulations regarding access and use of the system
- Knowledge of security procedures and computer personnel working directly or indirectly with the computer system
- Knowledge of Ohio Public Records laws and other related regulations
- Ability to operate standard office equipment
- Ability to read, understand, code and enter data from various reports and other sources of information
- Ability to review information and create/generate various computer reports
- Ability to establish and maintain effective working relationships with co-workers, supervisors, representatives of various private and public entities, and the general public
- Ability to communicate effectively in both oral and written forms
- Analytical, problem-resolution and organizational and negotiation skills

Licenses and/or Certifications: (City provides training)

- LEADS (Law Enforcement Automated Data System) Certification
- UCR FBI Training
- Uniform Crime Reporting
- Attorney General's Records Admin Class
- Jail Training
- CPR/First Aid
- Self-Defense

Work Environment:

Maintain effective audio-visual discrimination and perception needed for:

- É Making observations
- É Reading and writing
- É Operating assigned equipment
- É Communicating with others

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- É Walking, standing or sitting for extended periods of time, and perform routine physical tasks such as bending, squatting, lifting (<20lbs.) and reaching.

Material and Equipment Used:

Computer
Communications Equipment

Protective and Safety Equipment
Office and Technology Equipment

Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours. **SAFETY SENSITIVE POSITIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Employee Signature/Date

Supervisor Signature/Date

Human Resources Signature/Date

Law Director Signature/Date

Appointing Authority Signature/Date

Reviewed by Civil Service Comm: N/A
Reviewed by City Council: N/A