



**JOB OPENING/ PROMOTIONAL OPPORTUNITY**

**JOB TITLE:** Police Records Specialist

**PAY RANGE:** 37

**HOURLY SALARY:** \$11.79 - \$17.69

**ANNUAL SALARY:** \$24,523.20 - \$36,795.20

**DEPARTMENT:** Police

**POSITION(S):** 1

**EXEMPT:** No

**GENERAL DESCRIPTION:**

Responsible clerical work which involves moderately complex and usually varied work methods and problems in the Records Division of the Police Department.

Position may require working hours between 6am and midnight, weekdays, weekends.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists the general public, departmental personnel and representatives from other agencies in obtaining departmental records and information.
2. Provides counter/desk services while answering inquiries in person or on the phone in response to public queries.
3. Provides assistance in reviewing and reproduction of departmental records.
4. Processes data and mail requests and reviews responses for quality.
5. Maintains organized and accurate filing system.
6. Organizes materials according to priority; refers to established policy/procedures in carrying out assignments.
7. Performs specialized work in computer applications of various records, reports, and projects.
8. Operates a variety of office equipment.
9. Composes routine letters/memos incidental to related work.
10. Compiles data for various kinds of technical reports; checks for accuracy of work.
11. Receives, verifies, and enters police records information including warrants, accident reports, citations, arrests, and various other information into computerized law enforcement systems.
12. Receives, reviews, processes, and verifies accuracy of departmental records including police reports, accident reports, citations, and other departmental records.
13. Fingerprints the public for employment, immigration, weapons permits, etc.
14. Receives cash/check payment for providing copies of departmental records to citizens, lawyers, insurance agents, etc. Prepares required bank deposits and register reports.
15. Assists with Uniform Crime Reporting (UCR) entry.
16. Seals, expunges, and destroys departmental records in accordance with departmental policy and law.
17. Receives and forwards confidential information in accordance with departmental policy and law.
18. Performs other duties as assigned.



**POLICE RECORDS SPECIALIST  
POLICE DEPARTMENT  
PAGE 2**

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)*

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Florida Laws on confidential materials.
- Knowledge of business English, punctuation, spelling and arithmetic.
- Knowledge of modern office practices and procedures.
- Knowledge of departmental regulations and policies.
- Ability to access, input and retrieve information from a computer.
- Knowledge of filing procedures.
- Ability to maintain complex clerical records, prepare reports from such records.
- Ability to make minor decisions in accordance with laws, ordinances, regulations, and established policies.
- Ability to deal with the public in person and via telephone.
- Typing and filing skills.
- Ability to successfully pass a background investigation.

#### **EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma. Four (4) years clerical experience which includes computer input and retrieval.

*(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)*

#### **LICENSES, CERTIFICATIONS, REGISTRATIONS:**

Must pass basic NCIC/FCIC within six (6) months after being hired.

#### **ESSENTIAL PHYSICAL SKILLS:**

- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to enter data at a prescribed rate of speed.
- Ability to communicate both orally and in writing.
- Ability to type accurately from various documents.
- Ability to type at a rate of 40 words per minute.
- Ability to access, input and retrieve information from a computer.
- Acceptable vision (with or without correction).
- Acceptable hearing (with or without hearing aid).



POLICE RECORDS SPECIALIST  
POLICE DEPARTMENT  
PAGE 3

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

*(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)*

**IF INTERESTED IN BEING CONSIDERED FOR THIS POSITION AND YOU MEET THE MINIMUM QUALIFICATIONS, PLEASE APPLY VIA FAX, EMAIL OR IN PERSON AT THE HUMAN RESOURCE DEPARTMENT AT 100 NORTH U. S. 1, FORT PIERCE, FLORIDA OR YOU MAY DOWNLOAD AN APPLICATION FROM THE CITY'S WEBSITE, [cityoffortpierce.com](http://cityoffortpierce.com) ON OR BEFORE THE CLOSING DATE.**

**OPENING DATE: October 18, 2016**

**CLOSING DATE: Until Filled**

**THE CITY OF FORT PIERCE IS AN EQUAL OPPORTUNITY EMPLOYER**

07/24/15

**EEOC FUNC/CAT: DD/FF (Bargaining)**