



## POSITION DESCRIPTION



**JOB TITLE:** Records Manager - Police Specialist  
**DEPARTMENT:** Administration (50%) / Police (50%)  
**CLASSIFICATION:** Full-Time, non-exempt

### **GENERAL RESPONSIBILITIES**

This position provides support to the City of Clyde Hill Administration and Police Department and is responsible for processing and responding to public records requests and other administrative services. In this capacity, the major function is to provide support to staff and quality service to the public. This position requires the performance of complex clerical work requiring independent judgment, coordination and preparation of reports and records involving varied and confidential information. The job also requires a great deal of public contact.

### **SUPERVISION RECEIVED**

This position serves under the direction of the City Clerk (50%) and the Chief of Police (50%) or their designee, and works collaboratively with the Police Records Manager; and under the direction of the Civil Service Commission if appointed to the Civil Service Secretary Chief Examiner duties.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

- Plan, coordinate, and oversee the records management program for the City.
- Process and respond to public records requests in compliance with the Public Record Act, RCW 42.56 including necessary redactions.
- Develop and implement procedures, guidelines, and controls for storage, retrieval, tracking, and filing of active and inactive records; ensure records are maintained and destroyed according to the Local Government Common Records Retention Schedule.
- Review, verify, process and maintain a variety of police records, researching to find correct data and/or documents as necessary. Disseminate records as appropriate and maintain confidentiality.
- Act as a receptionist; providing information, answering routine questions, answering telephones, screening calls, taking messages and referring resident requests as required.
- Issue, receive, type and process various applications, permits and other forms; process warrants, permits, citations; collect and process fees and charges.
- Type, proofread, process, and maintain documents including forms, memos, records, manuals, legal papers, reports and general correspondence.
- Prepare and maintain calendars and schedule appointments, interviews, and meetings.
- Provide administrative assistance to the body worn camera (BWC) program: Manage documents and files, develop and ensure compliance with all BWC policies, procedures, regulations, standards and laws; ensure maintenance, availability, confidentiality, and release of records; initiate actions necessary to correct deviations from BWC policies and procedures; ensure all recording footage is properly cataloged and easily accessed and cross-referenced with case files; review recordings to ensure the privacy and safety of victims and bystanders; process evidence requests for criminal cases and support prosecutors with discovery requests associated with the program; assist with inventory and quality assurance of BWC audit functions.
- Maintain security of work area and the confidentiality of City records and police information.

- Receive and distribute incoming mail, deliveries, and papers and process outgoing mail as needed. May include use of a motor vehicle for travel to/from the post office or to make deliveries of paperwork.
- Assist with the preparation of police statistics for City Council and other presentations.
- Support administration with the preparation of City Council agenda packets.
- Maintain inventories and orders of departmental supplies and materials.
- During work hours, monitor social media sites (e.g. Facebook, Twitter, etc...) for comments from community members that may require an immediate response and inform a supervisor of the needed response.
- Make necessary postings to social media sites and Sentinel, requiring immediate community notifications (e.g. road closures, flooding, and other disaster events, suspicious or criminal activity, found items, special requests and upcoming community events.)
- May be appointed as the Secretary Chief Examiner for the Civil Service Commission, and therefore should meet the qualifications established by the Civil Service Rules and the Civil Service Commission for that position.
- Make travel arrangements for employees to attend training and conferences.
- Use multi-level law enforcement and related computer systems to search for information and to enter updates/modifications accordingly.
- Interpret information from computer systems generated by the courts, police data systems, and police image systems and outside agencies.
- Cross train with and provide backup support to the full-time Police Records Manager.
- Process Concealed Pistol Licenses, Firearm Dealer's Licenses and Alien Firearm Licenses, and determine eligibility, including a criminal history background check, local check, and DSHS eligibility confirmation, prepare document for approval; issue application and store for retention.
- Facilitate the filing of police case reports and act as a liaison between police staff, the courts, the city attorney, and the prosecutor's office.
- Maintain membership in Washington Association of Public Records Officers (WAPRO) and attend annual WAPRO training.
- Provide regular and ongoing consultation, training, and direction to other departments on the requirements of the PRA, records retention polices, and related City policies.
- Perform finger printing services and run criminal history checks.
- Work closely with IT to retain, produce, and dispose of electronic records.
- Attend any required training and/or maintain any required certification.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Employee may also perform work in other functional areas to cover absences or meet current workload needs.

### **DESIRED MINIMUM QUALIFICATIONS**

#### Education and Experience:

- Graduation from a high school or GED equivalent, and two (2) years of general clerical or office experience, preferably in legal or law enforcement setting; or any equivalent combination of education and experience.
- Possess a valid Washington State driver's license.

- Completed the Washington State Criminal Justice Training Commission Records Academy in the past or within one (1) year of hire.
- Ability to successfully obtain Washington State Patrol Access Level 2 certification within six (6) months of hire.
- Notary Public preferred.

Necessary Knowledge, Skills and Abilities:

- The Washington Public Records Act, RCW 42.56.
- Communicate clearly and concisely, both orally and in writing, with tact and courtesy.
- Work in a team environment and establish and maintain successful working relationships with coworkers, peers, and other organizations.
- Has an exceptionally good rapport with the public.
- Present a positive image of the City and Police Department and maintain a pleasant, courteous demeanor in dealing with people in adverse emotional situations.
- Work under pressure with frequent interruptions and limited supervision.
- Speak before groups, articulate ideas, and effectively communicate the stated objectives in a well-planned, organized, and clear manner.
- Criminal justice system including laws and statutes (i.e., court procedures, civil complaints, anti-harassment cases, child custody hearings, firearms laws, department of licensing requirements, juvenile disclosure, fingerprinting, etc.).
- Principles and practices of computer record keeping and file management.
- Basic budgeting practices and principles.
- Expertise with internet, email, video-conferencing, and electronic data processing. Experience with Acrobat Adobe Pro, Microsoft Word, Excel, Outlook and Publisher preferred.
- Working knowledge of modern office practices and procedures. Skill in operating phone, personal computer, calculator, postage machine, copy machine, and standard office equipment.
- Operation of BWC equipment and software.
- Administrative duties in different computer software programs. (GovQA, New World, ACCESS, JIS, NCIC, WASIC, DOL, AFIS, etc.).
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

**WORK ENVIRONMENT**

The work environment characteristics listed are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet, however, there may be frequent interruptions with requests for service at the front counter, phone or e-mail.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is occasionally required

to walk; use hands to operate, finger, handle, or feel objects, tools, equipment or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **SELECTION GUIDELINES**

Rating of education and experience; job-related testing; oral interview, and reference checks may be required. Must be able to pass a criminal background test and a pre-employment drug test.

### **SALARY & BENEFITS**

Monthly salary range: \$5,950 to \$7,438 (DOE)

City Paid Benefits Include:

- Employee Health Insurance (90%)
- Non-Spouse Dependent Health Insurance (90%)
- Employee & Dependent Dental Insurance (100%)
- Employee & Dependent Vision Insurance (100%)
- Washington State Public Employees' Retirement System (PERS)
- Long-term Employee Disability Insurance
- Unemployment and Workers Compensation Insurance
- Life Insurance
- Employee Assistance Program (EAP)
- Twelve paid (12) sick leave days per year
- Ten (10) paid vacation days per year (increases with longevity)
- Eleven (11) paid holidays plus one (1) floating holiday per year

An additional \$974.62 per month (\$11,695.44/year for 2024) is provided to all full-time employees for use in the City's Flexible Benefits Plan (Cafeteria Plan). These funds may be used to cover the employee portion of medical premiums, spousal medical coverage and/or dental premiums, as additional retirement savings, for use in an FSA or DCSA account, or taken as cash for use at the employees' discretion as allowed by IRS Section 125.

The above job description and conditions of employment do not constitute an employment agreement between the employer and employee and are subject to change by the employer as the needs of the employer and requirements of the job change. Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documentation verifying identity and authorization to be employed in the U.S.