MAJOR FUNCTION

This is responsible supervisory, professional, and technical work in administering and directing the operations of the Records Section of the Tallahassee Police Department. Work includes the responsibility for planning, directing, organizing and implementing crime data collection, classification, analysis, correlation and uniform crime reporting functions. Work also involves directing the activities of employees engaged in microfilming, imaging, scanning, data entry, records maintenance, information validation and verification, and related records management services. This employee works under the general direction of a higher-level administrator; however, day-to-day operations require the exercise of considerable independent judgment and initiative. Work is reviewed through analysis of reports, conferences, and by the observation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties
Coordinates with criminal justice information systems as they relate to crime analysis at agency, city, county, state and federal planning levels. Reviews Uniform Crime Reporting (UCR) data, and reports on status of and development of projects and validity of comparisons and conclusions. Acts as technical advisor to subordinates and other units who provide crime data or use UCR information. Plans, assigns, trains and directs the work of supervisory and employees of the Police Records Center engaged in uniform crime reporting functions and dissemination and of related information. Oversees associated microfilming, imaging, scanning, data entry, records maintenance and retention, information validation and verification, and related records services. Supervises and participates in fulfilling public information requests. Analyzes and recommends modifications to the computer programs, automated records system, and related departmental records. Reviews and approves criminal records for court ordered seals and expunctions in compliance with the Florida Statutes. Develops and implements policy for records management issues in accordance with department general orders and accreditation standards. Responsible for quality control of all police records and information in the computer system. Assures that all finalized reports and records are correct, complete and concise. Assures that all police reports received by the department include Uniform Crime Report (UCR) classifications, all required law elements and conform to departmental polices. Compiles and prepares reports as required. Compiles the unit's operating budget and monitors expenditures. Recommends the hire, transfer, advancement, discipline, grievance resolution and discharge of assigned staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties
Prepares information packet for law enforcement and civilian entities on current UCR crime data. Provides training regarding records management issues as needed. Utilizes a computer database to analyze and store data. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills
Thorough knowledge of the principles, methods and development of records management, and crime information systems. Thorough knowledge of state laws regarding improper disposal or dissemination of records information.

Thorough knowledge of modern office practices and procedures. Thorough knowledge of statistical research methods, equipment and procedures used in records management, retention and disposal. Ability to train and supervise employees and manage resources. Ability to establish and maintain proper records, reports and filing systems. Ability to organize, communicate, and present clear and concise oral and written reports and recommendations. Ability to establish and maintain effective

working relationships as necessitated by the work. Ability to use microcomputers and associated programs and applications used in records management.

Minimum Training and Experience
Possession of a bachelor's degree in business or public administration, one of the social sciences applicable to records management, or a related field and three years of experience that includes records management, computer applications or database management; or an equivalent combination of training and experience.

Necessary Special Requirement
Must possess a valid Class E State driver's license at the time of appointment.

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.

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