

**SATELLITE BEACH POLICE DEPARTMENT--- POLICY AND PROCEDURE DIRECTIVE
JOB TASK ANALYSIS**

Position Covered:

RECORDS SUPERVISOR

RECORDS AND PROPERTY

Basic Description: (A short narrative describing the position and responsibilities.)

This supervisory position involves extensive clerical and record keeping work with responsibility for tasks unique to the police department. This position will at times require supervision of other employees and civilian volunteer workers to assist with the workload and responsibility for both records and property. Incumbent performs a variety of clerical tasks, maintains records, and inputs data into computer terminal. Work is performed with minimal supervision and independent judgement is required.

It is the responsibility of the member to maintain, and take the necessary steps to improve upon, the minimum level of proficiency in job related skills, knowledge, and abilities.

The duties and tasks in this form are not intended to be all-inclusive and the employer reserves the right to assign additional duties and responsibilities as necessary.

TYPICAL DUTIES

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

- Receive and files all agency incident reports, tickets, warning, arrests packages, etc, and processes them within the department and to outside agencies as required by law.
- Securely stores and controls access to all confidential files and juvenile records.
- Complete all mandatory Uniform Crime Reporting as required by the Florida Department Law Enforcement.
- Comply with all public records requests.
- Greet and assist walk-in public visitors.
- Disseminate all required reports to the State Attorney, Clerk of Court, Driver Improvement Office.
- Evaluate computer data to compile statistical reports for Juvenile compliance, safety belt compliance, biased based profiling statistics, etc.
- Fully comply with all records maintenance and destruction in accordance with the General Records Schedule for Law Enforcement.
- Maintain inventory control system for all agency property.
- Order and maintain all agency equipment for distribution.
- Order and secure control of all citation books, forms, office supplies, etc.
- Issue all agency property, uniforms, equipment, etc. for agency personnel.
- Conduct annual fixed assets audit.
- Maintain petty cash and all associated receipts.
- Receipt of all incoming payments to the city (parking citations, forfeiture funds, Clerk of Court, etc)
- Maintain current budget balances.
- Liaison to City Hall Finance Department.
- Evidence Alternate and performs the duties as provided in the Evidence job description.
- Dispatch Alternate and performs the duties as provided in the Communications job description.
- Attend meetings pertinent to continued compliance with records laws and procedures.
- Assemble data in appropriate form for use in completing required reports.

USE AS MANY FORMAT SHEETS AS NECESSARY TO COVER THE OBJECTIVES AND REQUIREMENTS

Originator Init. _____ **Reviewer Init.** _____ **Chiefs' Approval** _____ **Date** _____ **Page** 1

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WRITTEN DOCUMENTATION

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

Thoroughly and accurately complete reports/logs, activity cards maintenance logs, and all other department reporting documentation as required. Proficient in Microsoft Office products (Word, Excel, Outlook, etc).

PUBLIC RELATIONS

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

Actively assist citizens in a polite and professional manner.
Refer the public to the appropriate agencies or services.
Participate in special events when assigned.
Project an overall positive attitude of agency and profession to general public and treat public with courtesy.

MINIMUM MENTAL REQUIREMENTS

Retain information, memorize codes and signals, use reference material with ease.
Basic math skills:
Ability to read and to distinguish the order of numbers.
Perceptual skills Interpersonal skills, empathy, tolerance, patience,
ability to get along with many cultures, assess human behavior.
Process, organize, prioritize information; report facts chronologically.
Follow directions and orders.
Ability to perform different tasks simultaneously.

MINIMUM KNOWLEDGE SKILLS

Remain current in field through training, talking with others, reading. Remains aware of functions and services of agency Professionally present information to others Working knowledge of department policies and procedures

MINIMUM PHYSICAL REQUIREMENTS

Keen hearing.
Communicate verbally in English with ability to enunciate.
Write legibly in English, using proper grammar, spelling, and punctuation.
Manual and finger dexterity.
Ability to sit for extended periods of time
Correctable eyesight to 20/40.
Use of two hands simultaneously.
Ability to lift 25 pounds

USE AS MANY FORMAT SHEETS AS NECESSARY TO COVER THE OBJECTIVES AND REQUIREMENTS

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This is Attachment "B" to Directive Number 8.00 **JOB TASK ANALYSIS FORMAT**

02/20/12

**SATELLITE BEACH POLICE DEPARTMENT---POLICY AND PROCEDURE DIRECTIVE
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RECORDS SUPERVISOR

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MINIMUM EDUCATION

Must be a high school graduate or possess a state equivalency diploma. Must have a minimum of 5 years experience related to Police Department Operating and Record keeping procedures, and the pertinent local and state laws governing record keeping.

MINIMUM REQUIREMENTS

Must be at least 18 years of age.
Must be a United States citizen.
Must possess a valid Florida State Drivers License.
Must not have been convicted of a felony.
Must not have been convicted of a misdemeanor involving moral character or as deemed inappropriate by F.D.L.E. standards or the Chief of Police.
Must not have been released or discharged under dishonorable conditions from any of the Armed Forces of the United States.
Must pass drug screen.
May be required to successfully pass a written examination and/or oral review board.

USE AS MANY FORMAT SHEETS AS NECESSARY TO COVER THE OBJECTIVES AND REQUIREMENTS