

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Police Records Shift Supervisor	Job Code: 4229
Date: February 27, 2018	EEO Code: OC
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is shift supervisory work assisting with the overall supervision and management of the Records Bureau of the Police Department.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to the Police Records Supervisor and perform assigned tasks under general supervision. This work is distinguished from other Records classifications by its shift supervisory responsibilities.

ESSENTIAL DUTIES: Assist Records Supervisor with managing personnel and projects, preparing reports, etc.; advise Records Supervisor of subordinate progress and assignments; assist with training personnel on new procedures; assist in monitoring the effectiveness of the bureau; recommend process improvements; assist Records Supervisor in coordinating assignments, shift schedules, and projects; develop and schedule training programs and objectives for assigned shifts; notify Records Supervisor and employees of concerns, procedural changes and other pertinent information; review Police Officers' police reports; assist in handling problems and discrepancies with personnel records, reports, and assignments; report findings and concerns to Records Supervisor; assist Records Supervisor as needed with project preparation, computer searches, analysis, etc.; write memoranda and reports in accordance with State regulations; distribute paperwork to appropriate individuals; maintain files; analyze reports and data; review reports and computer data on crime reporting for accuracy and format and edit them as needed to meet defined standards.

Identify, evaluate, and resolve personnel issues; conduct performance appraisals and enact discipline and rewards as needed; assist with staffing decisions within the section, including hiring and firing; assist section manager in preparing a timely and accurate budget for assigned area; order supplies; maintain and review a variety of work records, reports, documentation, and work specifications; review work of direct reports and serve as a technical resource; may act as the section manager during absences; attend and may lead staff meetings; perform work of Records Clerks as needed; assist staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and three and one-half (3.5) years of progressively responsible experience in office support, police records, or other job-related field **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience]. Preference for applicants with specific law enforcement or supervisory experience.

License(s)/Certification(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: *Knowledge of:* administrative and clerical support functions; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar; the National Incident Based Reporting System (NIBRS); the Government Records Access & Management Act (GRAMA); Utah State criminal

and traffic code. **Skill in:** practicing trust-building behaviors. **Ability to:** supervise, organize, and review the work of assigned personnel; work independently with little or no direct supervision; quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer terminals, dictation system, laser and form feed printers, copy machine, telephone, facsimile, dispatch radios, and other office equipment.

PHYSICAL DEMANDS: Must assume a seated position at a computer or desk for long time periods. Requires walking, climbing stairs, bending, and stooping.

ENVIRONMENTAL FACTORS: May include exposure to stressful situations or environments, including, contact with subordinates or the public in confrontational or emotional circumstances.
Note: Employees of this class may be subject to on-call status.

R. Ferguson

Department Director

2-14-2018

Date

M. Kane

Mayor/Chief Administrative Officer

2/27/18

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.