



**Department:** Police

**Location** Village Hall – Police Station: 21801 Torrence Ave

**Job Title:** Records Supervisor

**Classification:** Exempt -Full Time

## **JOB SUMMARY**

The incumbent performs high level supervisory work in the maintenance of police records and files. Work involves responsibility for exercising supervision over the maintenance, distribution, and control of the records and files of the Police department. The incumbent acts in the capacity of custodian of records and has responsibility for the computerized Records Management System. Coordinates and oversees the processing of reports to ensure accuracy, timeliness, and appropriate dissemination.

## **Essential Duties and Responsibilities:**

- Directs and assigns work to subordinates engaged in data entry, coding, filing, and retrieving varied police records.
- Direct staff responsible for the operations and maintenance of record management functions, inclusive of records storage, retrieval, retention, and release in compliance with applicable regulations and laws.
- Orients and supervises the training of employees; reviews the work of subordinates for accuracy; assists in developing new or revised records keeping procedures.
- Answers inquiries by telephone or correspondence on matters related to work of the unit and related departmental policies and procedures.
- Maintains liaison with the news media and the Chief of Police for the department.
- Compiles statistical reports; compiles and prepares monthly and annual reports; reviews various reports and records prior to submittal to various officials and agencies.
- Assigns work, provides instructions, and sets priorities by considering availability of staff, time, materials, and equipment.
- Compiles, summarizes, and publishes, statistical and research data for departmental and public requests.
- Prepares statistical transmittals to NIBRIS, analyze edits, and troubleshoot.
- Oversee one or more volunteers, assign work, and monitor for accuracy.
- Troubleshoots RMS (Records Management System) computer problems and communicate with the programmers and/or IT contractor.
- Discusses problems with various agencies and vendors for a wide variety of reasons, to meet department needs, via telephone, correspondence, or meetings.
- Operates a personal computer and records computer terminals.
- Interprets and applies Illinois laws, Village or City policies as they apply to Public Records and Records Retention, sealing and expunging records.
- Evaluates employee performance, completes evaluation form, and reviews with record clerk employees.
- Assist with interviews of applicants for positions within the department, when positions open.
- Verifies that (List your ticket management system) entries are validated monthly.

- Acts as RMLO (Records management Liaison Officer) for Police department records with the State of Illinois.
- Prepares records for destruction or off-site storage in accordance with rules and regulations.
- Verifies that court-ordered sealing or expunctions are processed correctly.
- Makes minor repairs to various office equipment as needed.
- Attends court for ticket management, depositions, or trials as a witness.
- Notarizes items.
- Maintain records management security protocol, and confidentiality.
- Performs other assigned duties as assigned.

#### Minimum Qualifications

- Associate degree or at least ten (10) years of experience. Experience is defined as having worked with law enforcement records management and public records law.
- In addition to the above experience, three (3) years of experience in the training of police records department personnel or similar governmental agency is preferred.

#### Licenses, Certifications or Registrations:

- Must possess and maintain a valid Illinois driver's license. Applicants who possess a valid out of state license must obtain an Illinois license within ten (10) days of employment.
- Must meet Criminal Justice Information System and Sauk Village Police department background requirements and maintain compliance throughout employment.

#### Knowledge, Skills, and Abilities

- Knowledge of police records maintenance principles, procedures, rules, and regulations.
- Knowledge of Microsoft Office Applications
- Knowledge of Illinois law, relating to records, criminal laws, and those pertaining to release of criminal history information and sealed and expunged records
- Knowledge of modern management methods and practices.
- Knowledge of Business English, spelling, punctuation, and mathematics.
- Knowledge of modern office practices, procedures, and equipment.
- Ability to work effectively and courteously with the public and other employees.
- Ability to instruct, train, assign, supervise, and review the work of subordinates.
- Ability to communicate clearly, both orally and in writing
- Ability to prepare accurate correspondence.
- Ability to establish and maintain effective working relationships with others.
- Ability to hear, speak and understand conversation in a normal tone of voice, in person and by phone.
- Ability to determine research needs of customers; mail or notify customers when research is ready, and interpret the results obtained by conversing with the customer.
- Ability to read and comprehend laws and explain them orally or in correspondence.
- Ability to talk to vendors and submit information as needed for orders.
- Ability to apply guidelines for performance evaluations and administer evaluation.
- Ability to understand appropriate state rules and regulations about records retention requirements.
- Ability to troubleshoot and identify computer problems.
- Ability to look up items in the manuals, speak to programmers or send problems to helpdesk as necessary.

## PHYSICAL DEMANDS:

The work is light and requires exerting up to 20 pounds of force occasionally, and up to 10 pounds of force to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

## ADDITIONAL INFORMATION

**TO APPLY:** You must complete an employment application online to be considered for this recruitment. Resumes cannot be substituted for completion of the job application work history. **No paper applications will be accepted.**

Selected candidates may be subject to drug screening, background screening, and reference checks.

At time of application, please submit a copy of any college degree, coursework, licenses, or certifications that you have referenced on your application.

*Village of Sauk Village is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

**This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.**