



# City of Tempe

## RECORDS SPECIALIST

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	086	<i>Department:</i>	Police
<i>Supervision Level:</i>	Non-supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Records Specialist
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information, including current salary range.

### REPORTING RELATIONSHIPS

Receives direct supervision from Records Supervisors and general supervision from other department supervisors or management staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of general clerical work experience, preferably in a law enforcement environment.
<i>Education:</i>	High school diploma, GED or equivalency.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Possession of a valid driver’s license.</li> <li>• Possession of, or required to obtain within six (6) months of hire, a Terminal Operator Certification awarded by Arizona Department of Public Safety, Arizona Criminal Justice Information System Division.</li> </ul>
<i>Additional:</i>	Must pass police polygraph and background examination.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a variety of specialized and technical clerical and public contact duties for various Police Department areas, other law enforcement agencies, related criminal justice offices and the general public.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Assist general public, departmental personnel and representatives from other agencies by phone, electronic communication or in person in obtaining police related information.
- Transcribe electronically submitted police documents reviewing for accuracy in a variety of areas and consulting with officers, detectives and supervisors as needed regarding discrepancies, missing forms or information, etc.
- Maintain and ensure accuracy of master records in the Records Management System for Persons, Vehicles and Businesses.
- Review data, scan and perform quality control checks on police related documents
- Review and accept properly served subpoenas; process subpoenas for Police Department personnel; accept, enter and maintain civil processes (Orders of Protection/Injunction of Harassment; accept fees for reports, electronic media, other police related fees, and prisoner bonds.
- Review arrest data and perform quality control checks on electronically submitted arrests. Verify arrests have complete information for reporting to state and federal entities.
- Maintain and prepare police related documents for various reviews; distribute copies; update various police records and process mail requests.
- Complete manual electronic redactions of public records including reports, audio and video.
- Data entry and update information in local, state and federal computer terminals. Complete mandated state and federal monthly validations of all Police Department entries into state and federal databases.
- Operate a document imaging scanner, microfilm machine, fax machines and copier and cassette player; ensure proper care, operation and maintenance of equipment assigned to the unit.
- Review, data entry, modify and remove Tempe Municipal Court arrest warrants into statewide law enforcement database. Confirm warrant validity on request from other law enforcement agencies.
- Ensure proper disposal of confidential materials; request service as needed.
- Complete daily productivity reports.
- Perform related duties as assigned.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Operate city vehicles;
- Other physical labor essential to the classification;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Work in a standing position or moving between sitting and standing regularly;
- Extensive reading and close vision work.

#### COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*  
*Revised February 1999*  
*Revised July 2001 (range adjustment)*  
*Revised January 2002 (title change)*  
*Revised March 2006 (change duties)*  
*Revised December 2012 (change title and update duties)*  
*Revised October 2015 (added environmental settings)*  
*Revised September 2019 (update job duties)*