



**SENIOR ADMINISTRATIVE SERVICES COORDINATOR  
(Police Records Supervisor)**

**DEPARTMENT:** Police

**NATURE OF WORK:**

Supervises and coordinates the administrative and records support staff and the day to day operation and management of the records section and front office of the Police Department. Work is performed under the general directions of the Chief of Police.

Performs technical work to include the planning, organizing and maintaining of the Police Department's records which requires the continuous acquisition, storage, maintenance, disposition, dissemination, and data entry of records according to State, Federal, and County guidelines.

Maintains payroll and leave records.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Plans and organizes the office work-flow activities. Sets work priorities. Assigns, evaluates, and modifies work procedures and methods to ensure quality, timeliness and efficiency of operations.

Enters data, creates and deletes directories and sub-directories, code tables for the Incident Based Reporting system (IBR) for state and national statistics. Does daily backups, creates a disc monthly; monitors the disc for accuracy, revises when necessary before submitting to Federal agencies for statistics.

Develops and updates instruction materials to guide and assist officers and personnel in their independent applications of computer generated time sheets, records room procedures, and preparation of their reports. Provides technical hands-on assistance with research, data retrieval, and statistical reports. Ensures accessibility and preservation of all records and information.

Conducts extensive administrative research and completes data for administrative and public reports. Performs directed analysis, drafts specific sections of statistical reports and verifies data. Has frequent contact with government agencies, individuals, and other law enforcement agencies in the collection of data for the coordination of efforts that serve mutual interest and objectives.

Manages and trains assigned personnel, provides guidance, maintains current position description and performance standards for each office employee. Conducts performance reviews and evaluations for assigned personnel. Coordinates clerical staff leave and performs duties of clerical staff in their absence. Manages and coordinates productivity improvement.

Establishes control procedures for document handling, storage, data collection, and purging. Submits destruction notification for State approval to destroy records, after reviewing records for retention, dissemination, or destruction in compliance with all legal guidelines. Coordinates input of inactive records into archives and maintaining logs to locate them in a timely manner.

Inputs data and retrieves information from the VCIN system (an information network that ensures accuracy and completeness of backgrounds and criminal histories for record keeping).

Payroll responsibilities include preparing leave records, holiday pay, and extra duty. Reviews payroll time sheets for accuracy.

Records minutes at meetings. Coordinates and prepares refreshments for department meetings and training sessions.

Prepares and monitors budget for records section.

Types letters, memos, and minutes. Formats documents, maintains the Department's policies and procedures, assures the accuracy of content, and distributes new revisions and updates.

Responsible for the Department's electronic imaging and scanning process which manages and preserves records in the archival section. Includes training and quality control for this process.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

## **JOB LOCATION AND EQUIPMENT OPERATED**

Work is performed in an office setting. Operates standard office equipment, including computer keyboard, telephone, fax machine, copier and calculator.

## **REQUIRE KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of standard office practices and procedures, equipment, and its application to the area of assignment.

Thorough knowledge of department operation and organization.

Considerable knowledge of County and department policies, procedures, rules, and regulations.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms.

Ability to work under pressure.

Ability to prioritize, organize, and perform work independently.

Ability to take minutes and transcribe accurately at a reasonable rate of speed.

Ability to operate general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned.

Ability to provide guidance and training to other clerical staff members as needed.

Ability to establish priorities and organize group activities that maximizes use of available resources and time management.

Ability to monitor the daily development and progress of work performed and to modify or initiate corrective action, as appropriate.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to deal with public relations problems courteously and tactfully.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent including or supplemented by college or business school courses in secretarial science; and extensive experience in highly responsible clerical and office work, with three years of experience as a secretary; or any equivalent combination of acceptable education and experience providing the knowledge abilities, and skills cited above.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must be certified in use of VCIN/NCIC terminal.

Date: May 2006

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Senior Administrative Services Coordinator  
Department Police

Position Number 607  
Division \_\_\_\_\_

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II.**

**Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## **1. Speaking/Talking:**

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others: Post Office and insurance representatives, claimants
- Not essential to job function

## **2. Hearing/Listening:**

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

## **3. Reading: (ability to read and understand text)**

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input checked="" type="checkbox"/> Use postage machine                    |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

**1. Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

|                   | Ability to manipulate materials and/or equipment (lbs) |      |       |       |       |     | Frequency of Manipulation |            |              |
|-------------------|--|------|-------|-------|-------|-----|---------------------------|------------|--------------|
|                   | 5-   | 5-10 | 10-15 | 15-25 | 25-50 | 50+ | Occasionally              | Frequently | Continuously |
| <b>Lift</b>       |  | ✓    |       |       |       |     | ✓                         |            |              |
| <b>Push/Pull</b>  |  | ✓    |       |       |       |     | ✓                         |            |              |
| <b>Hold/Carry</b> |  |      |       |       |       |     |                           |            |              |

Manipulation done from:  ground to waist  waist level  waist to shoulder  above shoulder  
(Check all that apply)

Not essential to job function:  Lift  Push/Pull  Hold/Carry (Check all that apply)

**2. Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u>  | <u>Stairways</u>  | <u>Steps</u>  |
|---|---|---|
| <input type="checkbox"/> Step stool                               | <input type="checkbox"/> 1 flight                                 | <input type="checkbox"/> 1-2                                      |
| <input type="checkbox"/> 8' to 10' step ladder                    | <input type="checkbox"/> 2 flights                                | <input type="checkbox"/> 2-3                                      |
| <input type="checkbox"/> Extension ladder                         | <input type="checkbox"/> 3 or more flights                        | <input type="checkbox"/> 3-4                                      |
| <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                              |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

**3. Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

|              | Duration (hours/day) |     |     |     |     |    | Occasionally | Frequently | Continuously |
|--------------|----------------------|-----|-----|-----|-----|----|--------------|------------|--------------|
|              | 0-1                  | 1-3 | 3-5 | 5-7 | 7-9 | 9+ |              |            |              |
| <b>Stand</b> | ✓                    |     |     |     |     |    | ✓            |            |              |
| <b>Sit</b>   |                      |     |     |     | ✓   |    |              |            | ✓            |
| <b>Walk</b>  |                      |     |     |     |     |    |              |            |              |
| <b>Run</b>   |                      |     |     |     |     |    |              |            |              |

If walking or running, over what type of terrain?  flat  rough  both

Not essential to job function:  Stand  Sit  Walk  Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x
- Other \_\_\_\_\_             Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x
- Other \_\_\_\_\_             Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

| <u>Transmission</u>           | <u>Standard</u>                     | <u>Automatic</u>                    | <u>Multi-Gears</u>                  |
|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Car                           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Van                           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Small Truck                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Medium Truck                  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Large Truck                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Truck w/Equipment             | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Heavy Bus Equipment           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Not essential to job function | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other (list) _____            |                                     |                                     |                                     |

Date: May 2006  
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