



CITY OF SOUTH SALT LAKE POSITION DESCRIPTION

Position Description:	Records Technician
Department:	Police Department
Position Grade:	16
Supervisor:	Executive Secretary/Records Supervisor
FLSA Status:	Non-exempt
Revision date:	July 2024

POSITION SUMMARY

The Records Technician maintains the security, integrity and accuracy of police records.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Transcribes and completes police reports and records case management.
 - Reviews and performs quality assurance and improvement of reports and records to ensure necessary information is properly available.
 - Enters information into data information system and identifies trends and issues with records, verbally communicates the issues and proposes solutions to designated officer of department.
 - Follows up with in-bound phone calls and e-mails regarding records requests.
 - Performs research and distribution of police reports and record claims for government, insurance and law entities.
 - Provides information to the public; assist public in completing/fulfilling GRAMA requests in compliance with Government Records Access & Management Act provisions.
 - Obtain Records Officer Certification issued through the Division of Archives and Records after 90 days of employment.
 - Receive and direct incoming calls to the police department using a multi-line computerized phone system.
 - Receive and direct walk-in public.
 - Performs functions of cashier calculating and collecting fees, balancing cash drawer and preparing daily deposits.
 - Certify and maintain BCI (Bureau of Criminal Identification) certification. Testing and certification must be renewed every two years.
 - Certify to assist and update Sex/Kidnap/Child abuse Offenders with UDC Interstate Compliance Unit.
 - Sort and distribute incoming and outgoing mail and deliveries.
 - Process, scan and data enter citations into the police department scanning and records management system.
 - Process all NCIC (National Crime Information Center) entries, cancellations, verifications and validations on a daily and monthly basis.
 - Process and issues Alcohol Work Cards. Process and issue IDs for new city employees.
 - Process inventory and purchases for office supply.
 - Receive and process all court ordered expungement requests.
 - May train new records employees.
-

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from high school or GED equivalent and two years clerical experience, or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of general department programs and administrative procedures; knowledge of records management systems; knowledge of telephone etiquette.
2. Skill in word processing, spreadsheets, office machine usage and the operation of micro-computers.
3. Ability to communicate effectively both verbally and in writing; ability to use independent judgment.
4. General clerical skills to be measured through valid testing methods or through verifiable work experience.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

SALARY: GRADE 16 \$19.45 - \$29.42 (TYPICALLY START AT MINIMUM)

OPEN UNTIL FILLED

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.sslc.gov

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER

THIS ENTITY USES E-VERIFY