

Code: 9009
Public Safety Service
Police Service Group
Police Administrative Series

CLASS TITLE: Coordinator of Criminal History Records

CHARACTERISTICS OF THE CLASS: Under general supervision, the class is supervisory in nature, coordinating the operations of a work unit within the Police Department's Records Division responsible for the processing of arrest reports and the maintenance of criminal history records; and performs related duties as required.

ESSENTIAL DUTIES: Supervises staff engaged in reviewing arrest reports for completeness and data entering information to update computerized criminal history records; establishes operating procedures and work practices to ensure arrest reports and fingerprint cards are properly processed and made part of the criminal history record of appropriate individuals; oversees the data entry of arrest report and court disposition information onto computerized rap sheets; monitors the processing of requests from the public to review criminal history records, ensuring adherence to established policies regarding confidentiality and access to information; directs staff in the expungement of arrest data from criminal records in compliance with court orders; trains staff, establishes work standards and evaluates staff performance; acts as a liaison with other sections and law enforcement agencies to resolve problems relating to missing or incomplete criminal history records; works with management staff to review existing and establish new procedures to improve operating efficiency of the criminal history records unit; works with in-house information technology (IT) staff vendors on issues relating to the maintenance of computerized criminal history records; assists in preparing the unit's operating budget; prepares productivity and work activity reports.

RELATED DUTIES: Works with management to develop procedures for the maintenance and storage of criminal history records.

MINIMUM QUALIFICATIONS:

Training and Experience. Five years of progressively responsible work experience in maintaining police records, including two years in a supervisory capacity, or an equivalent combination of training and experience is required.

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CLASS TITLE: Coordinator of Criminal History Records (Cont'd)

Knowledge, Abilities and Skill. Good knowledge of criminal records management methods and principles. Good knowledge of legal requirements relating to the confidentiality, access and dissemination of criminal records. Good knowledge of police procedures for the processing of arrested individuals.

Ability to supervise the work of subordinate staff. Ability to establish and implement work procedures. Ability to coordinate the activities of a twenty-four hour work operation. Ability to prepare management reports.

Skill in the application of records administration principles. Good supervisory skills. Good organization skills. Good human relations skills. Good oral and written communications skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April, 2003
City of Chicago
Department of Personnel