

CLASS TITLE: Assistant Supervisor of Police Records Processing

CHARACTERISTICS OF THE CLASS: Under general supervision, assists in supervising the activities of a group of subordinate employees in processing and maintaining police records; and performs related duties as required.

EXAMPLES OF DUTIES: Assists the Supervisor of Police Records Processing in directing the work flow of police and traffic accident report processing; supervises and directs subordinate personnel in the receipt, filing and storage of all police and traffic accident reports; directs the preparation of weekly delinquent listings of various reports; assists in setting up controls to evaluate pilot programs; conducts weekly staff meetings with first line supervisors; supervises the preparation of police period and monthly activity reports; performs time studies and evaluates for accuracy and completeness; prepares daily activity and monthly inspection reports; oversees the weekly and monthly ordering of materials and supplies; initiates disciplinary action when necessary; trains and counsels first line supervisors; supervises the updating of the standard operating procedure.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible clerical experience including one year of supervisory experience; or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Considerable knowledge of modern clerical and office methods, practices and procedures; considerable knowledge of recordkeeping techniques, practices and procedures; considerable knowledge of modern management and supervisory practices and procedures.

Ability to plan, organize, direct and review the work of others; ability to work with others; ability to establish and evaluate recordkeeping procedures.

Considerable skill in the application of modern office methods, procedures and techniques; considerable skill in directing the work of others.

October, 1986