



**CITY OF PRESCOTT**  
**ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY – *IN HOUSE***  
**POLICE RECORDS SUPERVISOR**

Pay Grade: 68 Pay Range: \$23.45 to \$32.82 per hour DOE/Q plus benefits  
 New employees usually start at beginning level of pay range.  
 FLSA Status: Non-exempt (eligible for overtime)

**Qualifications:** Combination of education and experience equal to High School diploma plus 2 years college with minimum 3 years full time administrative office experience and 1 year working with/in police records operations. Experience must include the handling of confidential information. Must possess current ACJIS (ACIC/NCIC) certification.

**Special Requirements:** Must be able to work shift work, including weekends and holidays. Applicant of choice must reside within 45 driving minutes from work. Due to the routine confidential and sensitive nature of information being processed, successful completion of background investigation and truth verification test is required.

**Tasks:** Supervises activities of Police Records Clerks; recommends hiring; trains employees, writes and conducts evaluations, and recommends disciplinary actions; schedules employees, assigns work, and monitors progress; guides and develops employees in accomplishing their duties and in professional growth; investigates and resolves complaints; ensures equipment and databases are maintained and current. Establishes procedures to ensure timely, accurate recordkeeping and compliance with State, Federal and local guidelines/requirements; serves as System Security Officer (i.e., liaison between the City of Prescott Police Department and the Arizona Department of Public Safety); ensures compliance with the FBI policies and procedures for use of National Crime Information Center (NCIC) and Arizona Crime Information Center (ACIC) systems. Coordinates and oversees the review, verification, filing, storage, destruction, dissemination, and processing of criminal justice records and documents; oversees the production of written/statistical reports/logs; supervises a variety of clerical support work; balances petty cash; develops and recommends budget items and collaborates on 5-year projections.

**Knowledge, Skill and Abilities:**

Working knowledge of principles and practices of modern police administration and police methods and use of police records and their application to police administration.

Knowledge of departmental rules and regulations and applicable federal, state, and local laws and ordinances.

Knowledge of the principles, practices and requirements associated with the collection, storage, and destruction of criminal records.

Knowledge of the principles and practices of the Arizona Criminal Justice Information System (ACJIS).

Knowledge of basic supervisory methods and techniques.

Knowledge of administrative practices and procedures.

Knowledge of current police records management systems

Skill in supervising, evaluating, training and motivating employees.

Skill in planning, organizing and directing the work of employees performing varied operations connected with police activities and developing proper training and instructional procedures for those employees.

Skill in establishing and maintaining effective working relationships with City of Prescott employees, other law enforcement agencies, criminal justice staff and the public.

Skill in written and oral communications for administrative and technical purposes as well as one-on-one and group situations.

**Physical and Visual Ability:** sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicle as needed.

**Hearing and Speaking Ability:** sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

**Deadline: Application must be received by 5:00 p.m. November 5, 2008**

**Send application/resume to:**

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303

Phone: 928-777-1347 928-777-1315 800-748-6205 TDD: 928-777-1100 Fax: 928-777-1213

**Email:** [personnel@cityofprescott.net](mailto:personnel@cityofprescott.net) **Visit our website at** [www.cityofprescott.net](http://www.cityofprescott.net) **Job Hotline:** (928) 777-1280

EEO/M/F/V/H/D/NSE

Posted: October 29, 2008

Randy Oaks \_\_\_\_\_  
 Police Chief

Jolaine Jackson \_\_\_\_\_  
 Human Resources Director

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 MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.