

*CLASS SPECIFICATION FOR*  
**Criminal Records Manager**

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**GENERAL STATEMENT OF DUTIES:** Plans, organizes, and directs records management and office services programs within the Division of Police; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This class is responsible for administering a Division of Police office services program, to include supervision of staff, management of automated systems, and the retention, security, maintenance, storage and disposal of criminal records. The incumbent is responsible for ensuring that all relevant records needed in support of the County's law enforcement requirements are maintained in compliance with federal, State and local regulations. Receives general supervision and policy guidance/direction from a Captain, Major or Deputy Chief of Police.

**EXAMPLES OF WORK** (illustrative only):

- Supervises and directs activities of personnel assigned to the office services and criminal records management programs;
- Provides oversight of the County's police records, to include creating and implementing policies for the set-up, maintenance, storage, retrieval and disposition of the County's criminal history and information-automated systems;
- Determines record retention and disposal schedules in compliance with federal, State and County legal requirements;
- Oversees a contract to a local records-storage facility for safely storing County records;
- Holds general oversight for development, implementation and management of automated systems;
- Prepares and administers the criminal records management/office services budget, and requisitions office supplies and equipment;
- Prepares reports, including recommendations for solution of problems of an administrative nature;
- Collects and provides statistical data for records and reports, as mandated and requested;
- Serves as liaison to Information Technology in the management of current systems and the development and implementation of new applications;
- Establishes procedures for the economical printing, stocking and distribution of forms;
- Recommends forms control, correspondence management and paperwork simplification methods;
- Sets up procedures for requesting copying, printing and other reprographic services;
- Maintains and updates systems manuals and schedules;
- Assures quality control and security of systems;
- Provides technical advice and assistance to staff and/or other departments on matters relating to confidential and criminal records management and office services;
- Oversees and supervises regular maintenance, purging, data entry, microfilming, storage, retrieval and dissemination of records and information;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of criminal records management and modern office methods, procedures, and practices; good knowledge of records systems; ability to deal effectively with County and Court officials, law enforcement personnel, and the general public; proven ability to exercise discretion and to maintain confidentiality of sensitive oral and written information; proven supervisory and administrative ability; ability to communicate well orally and in writing; proven leadership skills; proven skill in the use and applicability of automated systems; ability to research literature, to evaluate new office services procedures and equipment and to make recommendations based on findings.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in public or business administration or a related field, and three (3) years of progressively responsible experience in records administration or office management, preferably in a law enforcement agency, and including two (2) years in a supervisory capacity; OR, any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.