



SAUSALITO POLICE DEPARTMENT

Scott Paulin
Chief of Police

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RECORDS SUPERVISOR / ASSISTANT TO THE CHIEF OF POLICE

Monthly Salary \$4,939

The City of Sausalito is seeking a full-time Records Supervisor/Assistant to the Chief of Police to perform a wide variety of responsible and confidential administrative, secretarial and clerical duties for the Chief of Police; to coordinate and participate in office support functions in support of the Police Department's goals and objectives; and to manage the Records Department within the guidelines of the California Public Records Act, state laws, and the Department of Justice.

QUALIFICATIONS

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Office procedures, methods, and computer equipment.
- Microsoft Word, Outlook, Excel, PowerPoint, and Publisher.
- Business letter writing, editing, and basic report preparation.
- Operations, services, and activities of a law enforcement records management program.
- Principles and practices of data storage, retrieval and processing.
- Methods and techniques of record keeping.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes, regulations, policies and procedures including the California Public Records Act.

Ability to:

- Supervise, train, evaluate and organize the work of assigned personnel.
- Operate a law enforcement records management system.
- Apply sound judgment when making decisions and work with minimal supervision.
- Maintain accurate records and prepare clear and concise reports.
- Apply applicable codes and regulations to records management.
- Operate a computer keyboard at sufficient speed and with sufficient accuracy to enter data and prepare correspondence and reports.
- Interpret and apply City and departmental policies and procedures.
- Interpret and apply current legislation to law enforcement records management.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work and provide excellent customer service to the public.

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ESSENTIAL DUTIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Perform a wide variety of responsible and confidential administrative, secretarial and clerical duties for the Chief of Police.
- Maintain a calendar of activities, meetings and various events; coordinate activities and appointments with other City departments, the public and outside agencies.
- Participate and assist in the administration of the department; prepare comprehensive reports, monthly UCR and department statistics, and agenda and minutes of monthly staff meetings.
- Manage office support functions; process departmental payroll; maintain accurate and confidential personnel and medical records; process new hires.
- Direct the work activities of the Administrative Aide; prioritize and coordinate work assignments; review work for accuracy.
- Perform administrative duties within the clerical support system; supervise the ordering and storage of appropriate supplies; recommend improvements in work flow, procedures and use of equipment and forms.
- Type and proofread a wide variety of reports, letters, memoranda, and statistical charts; type from rough draft or verbal instruction; independently compose correspondence related to assigned responsibilities.
- Assist in the full range of department operations; perform special projects and assignments as requested.
- Operate a variety of office equipment including copiers, facsimile machine and computer; input and retrieve data and text; organize and maintain disk storage and filing.
- Respond to public records act requests and subpoenas, manage the records processing system, and oversee the release of police records information.
- Attend and participate in professional group meetings and stay abreast of new trends, innovations, and laws in the field of records management.
- Act as the department's CLETS, DMV and NCIC coordinator for audits, renewals and employee testing.
- Perform related duties and responsibilities as required.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Three years of increasingly responsible experience in a professional office environment with some records management experience. Previous public safety experience desired.

Education:

- Equivalent to the completion of the twelfth grade. Additional specialized training in public safety studies, office administration, or a related field is highly desirable.

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SPECIAL REQUIREMENTS

- Position requires prolonged sitting, standing, walking, reaching, climbing, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard.

LICENSES AND CERTIFICATES

- Possession of a valid class "C" California Driver's License.
- Completion of POST police records clerk training is required upon hire or within a prescribed period of time following employment. Possession of, or ability to obtain, a POST Records Supervisor certificate and completion of the POST Public Records Act course within a prescribed period of time following employment.

BENEFITS

- **Cafeteria Benefit Plan:** The City offers a healthy cafeteria benefit program including choices among plan options for medical, dental, vision, life insurance, short and long-term disability, and PERS long-term care insurance.
- **Leave:** Employees earn 120 hours of vacation and 96 hours of sick leave per year.
- **Union Membership:** This position is a member of the Unrepresented Employee Groups/Confidential
- **Retirement:** The City is a member of the CalPERS Retirement System. "Classic" member is 2% @ 55, new member is 2% @ 62. (We are not a Social Security Agency.)
- **Work Schedule:** 5/40

APPLICATION PROCEDURE

Applications are available on our City website at <http://ci.sausalito.ca.us>. Application materials must be submitted by **Friday, October 9, 2015 by 5pm** via mail or deliver to:

Sausalito Police Department
Attn: Sergeant Stacie Gregory
29 Caledonia Street
Sausalito, CA 94965

NO EMAILS OR FAXES ACCEPTED

To be considered, applicants must complete and submit ALL of the following:

- Cover letter and resume.
- City Employment Application completed and signed. *(Please note that the Applicant Tracking Form portion of the application must be submitted; be assured that it is separated from the application upon receipt.)*
- A list of three professional references *(the City of Sausalito will NOT contact these references unless the applicant becomes a finalist in the selection process).*

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