



## RECORDS TECHNICIAN SHIFT SUPERVISOR

<b>JOB CODE: 30010</b>	<b>PAY GRADE: 12</b>	<b>PAY RANGE: \$41,706 - \$66,728</b>
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### GENERAL DESCRIPTION

Under the direction of the Records Supervisor, performs work of considerable difficulty involving planning, organizing, and operating an automated records management system during a particular shift. Responsible for scheduling and coordinating work flow, assisting Records Technicians in report production and establishing and maintaining quality standards. Work is reviewed through observation and results obtained. **Shift work is required.**

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensure subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Plans, organizes directs, and controls the overall operation of a computer aided records system during a particular shift;
- Schedules and coordinates work flow; assists Records Data Technicians in report production and in establishing and maintaining quality standards;
- Analyzes production data and procedures, identifies problem areas, and recommends corrective action;
- Reviews report entries for accuracy in factual information, spelling, grammar, punctuation and proper Uniform Crime Reporting (UCR) code entry;
- Ensures that Florida Crime Information Center (FCIC) entries and inquiries are correctly processed and disseminated;
- Responsible for coordinating with the Information Technology Bureau on any hardware or software problems within the ACISS system;
- Responsible for Records Data Technician personnel administration and guidance;
- Participates in Sheriff's Office recruitment and community relations activities as directed.



Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- Graduation from an accredited college or university with an Associate's Degree in Business Administration, Communications, Criminal Justice, Public Administration or related field AND four (4) years' related experience AND two (2) years' supervisory experience,
- Or equivalent combination of education and experience
- An accuracy score of 80% on data entry
- Typing speed of 40 wpm
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Comprehensive knowledge of automated records management system operations, responsibilities and policies
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Good knowledge of standard criminal investigative techniques
- Considerable knowledge of FCIC entry and inquiry requirements
- Considerable knowledge of UCR system
- Ability to develop effective office procedures and clerical training programs
- Ability to effectively supervise a specialized clerical staff
- Ability to provide information accurately and concisely, orally, and in writing
- Considerable skill in spelling, grammar, and punctuation as used in the report review process
- Time management, organizational, and problem solving skills
- Ability to effectively and courteously interact with the public and fellow members
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Occasionally lift up to 25 lbs.
- Occasionally bend, squat, or reach