



POLICE RECORDS SUPERVISOR

Opening Date: May 16, 2024
Salary Range: \$6,589 - \$8,017 per month
Closing Date: 5 p.m. June 20, 2024

The City of Walla Walla offers a comprehensive benefits package including medical, vision, and dental health insurance. City paid \$50,000 Life/Accidental Death & Dismemberment insurance plus voluntary Life and Long-Term Disability. Washington State Public Employees Retirement Program (PERS) II/III. City match up to 3.5% of base salary for deferred compensation (457(b)). 3% bilingual Spanish premium. Generous vacation leave, sick leave, and ten (10) paid holidays plus 40 hours floating holidays annually.

NATURE OF POSITION

Supervise the day-to-day operations of the police records system; provide administrative support to the police department in areas such as budget, personnel, records management, statistical reporting, ACCESS, training, document scanning and preservation, Public Disclosure, and monitoring of volunteers as assigned.

REQUIRED MINIMUM QUALIFICATIONS

High school diploma or equivalent and a minimum of three years of secretarial and administrative experience, including at least one year of police records experience. Valid State driver's license, first aid and CPR certifications; must meet requirements set forth by Washington State and the City for law enforcement officers; and must possess or obtain a State Middle Management Certificate within the guidelines as established by the Washington State Criminal Justice Training Center.

DESIRED QUALIFICATIONS

Two years' work in a unit team lead or supervisory capacity; specialized coursework in police records management. Bilingual in Spanish.

APPLICATION AND SELECTION PROCEDURE

To be considered for this position, ***a completed City application and resume must be returned to the Human Resources Department by 5 p.m., on the closing date.*** Late applications will not be accepted. Applications are available on the Human Resources page of the City of Walla Walla website: <https://wallawallawa.gov>.

June 20, 2024	Recruitment closes; applications due by 5 p.m., to the HR Department.
June 25, 2024	Notification to candidates of approval to participate in testing.
June 27 & 28, 2024	Testing Day - candidates will participate in oral interviews.

Applicants whose experience most closely meets the requirements of the position will be invited to continue in the testing process, which will consist of an oral panel interview. Applicants must pass the oral interview with a minimum score of 70% to be placed on the eligibility list. The successful candidate will be subject to reference inquiries, integrity interview, criminal background check and consumer credit report according to the Fair Credit Reporting Act. Completed application packages can be mailed, emailed, or faxed to:

CITY OF WALLA WALLA-HR

15 N. Third Avenue

Walla Walla, WA 99362

Email to hr@wallawallawa.gov or faxed to (509) 524-7935.

REASONABLE ACCOMMODATION

The City of Walla Walla will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.



JOB ANNOUNCEMENT

JOB DESCRIPTIONS

To obtain a copy of the full job description and class specification for this position, please contact us at: hr@wallawallawa.gov or 509.527.4475.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

THE CITY OF WALLA WALLA COMPLIES WITH TITLE VI, ADA, AND OTHER APPLICABLE FEDERAL CIVIL RIGHTS LAWS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, DISABILITY, RELIGION, VETERAN STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, OR SEX IN EMPLOYMENT OR THE PROVISION OF SERVICES.

EQUAL OPPORTUNITY EMPLOYER / MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.

SUPERVISION RECEIVED

General direction and oversight is provided by the Police Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Employees of the City of Walla Walla are expected to model and foster the City's core values:
Service – Integrity – Collaboration – Equity – Leadership – Community
2. Employees of the Police Department are expected to model and foster the Department's core values:
Service – Pride – Integrity and Return with Honor in all endeavors.
3. Supervise the day-to-day operations of the Police Records System; oversee and schedule work, purchase supplies; assist with difficult or unusual issues or questions; train, supervise, and evaluate assigned personnel; prepare a variety of records and managerial reports, statistical compilations, and other documentation; conduct background record checks for law enforcement and citizen requests.
4. Serve as the public records officer of the police department; Coordinate Public Disclosure requests.
5. Assure that policies and procedures are available to guide the daily work of the Police Records section; maintain the Department Records Section Procedures Manual on a current basis as per Lexipol.
6. Provide support to assigned personnel-related functions; process various requests.
7. Enter, maintain, modify, or delete records from the automated records system and a variety of state and national databases as needed.
8. Maintain WSPen yearly billing documentation for detective division.
9. Maintain and submit monthly Concealed Pistol and Firearm Dealer License audit log to Finance; verify and submit monthly license payments via ACH account established with State of WA.
10. Serve as point of contact (TAC) for ACCESS/NCIC/WACIC matters for the Walla Walla Police Department and City Attorney's office; ensure all ACCESS computer and network security requirements are in place and operational as per Lexipol; process and submit monthly validations.
11. Maintain validation sets/tables for the New World Computer System.
12. Ensure UCR/NIBRS reports are provided to WASPC on a regular basis; publish and maintain current list of specific exemption laws for public availability as per Lexipol.
13. Search and apply for grants where appropriate to assist and improve programs in the department.
14. Serve as administrative site coordinator or point of contact for various programs: DAPS, Online Firearms, SECTOR, JABS, LiveScan, Coplogic/LexisNexis, WSPatrol CRD Portal, Axon, Coplink, and other miscellaneous programs.
15. Department representative for LERMS public safety software, working collaboratively with Technology Services to ensure smooth transition with public safety software upgrades.
16. Prepare, present, and administer the records budget and assist in preparation and administration of the overall department budget and payroll.

OTHER JOB FUNCTIONS

1. Demonstrate punctual, regular, and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects, and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions, and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Federal, state, and local laws affecting work activities.
- Principals of supervision; practices and procedures for office management
- Accurately facilitate contemporary records management; understand practices and techniques.
- Understand public records disclosure regulations.
- Understand departmental policies and procedures.
- Demonstrate proper grammar, spelling, and punctuation.
- Skilled in effectively interacting with the public and with other agencies.
- Plan, assign, train, oversee, and evaluate the work of assigned staff.
- Operate standard office equipment, computers, and software.

TOOLS AND EQUIPMENT USED

Business and office machines including personal computer terminals, typewriters, copier, FAX machine, calculators, and digital scanning equipment.

PHYSICAL DEMANDS

Sitting and standing for extended periods of time; seeing, hearing, and speaking to exchange information; repetitive hand movements; intermittently stand, walk, run, kneel down, stoop, bend at the waist and lift up to 20 pounds.

WORK ENVIRONMENT

Office environment.
