

*Code: 3262*

*Title: INFORMATION AND RECORDS SUPERVISOR -SHERIFF'S DEPT.*

**SUMMARY:** Supervises and participates in the work of a unit in the Sheriff's Department responsible for the receipt, creation, maintenance and communication of law enforcement records, and the validation, clearance, entering and retrieving of information and warrants in manual and computer file systems. This classification also assures work-unit compliance with Federal, State, County and Sheriff's Department requirements.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises and evaluates assigned staff in the receipt, creation, maintenance, and disposition of law-enforcement related files and ancillary materials, to include forms, papers and electronic (audio, video, computer) media and the validation, clearance, entering and retrieving of warrants within the time limitations specified by State and Federal guidelines;

Maintains security and confidentiality of all materials and information encountered in the performance of duties;

Conducts or coordinates the search of manual and computer files to locate, extract, copy, or transmit information or to validate and clear information from and to authorized agencies and individuals;

Conducts or coordinates the training of Sheriff's Department staff in the creation, maintenance, and handling of law-enforcement records;

Reviews and interprets routine/non-routine documents received to determine their correct and legal disposition or actions required;

Responds to public queries and complaints relative to work-unit activities and refers to Departmental management/command staff for resolution as necessary;

Maintains continuing liaison with other law enforcement and legal agencies to expedite allowable exchange of law enforcement records and data and coordinates the extradition of fugitives wanted in Pima County;

Coordinates work unit activities with other Departmental units, command, management and field staff;

Coordinates the collection, compilation and reporting of statistical crime information based upon records held or created by the Sheriff's Department;

Develops, edits, and implements procedure manuals relative to area of assignment;

Researches, prepares and submits routine, recurring and special reports to management and outside agencies;

Maintains close liaison with Departmental and County Information Systems (IS) staff to support computer-based activities of the work unit;

Oversees the destruction of records in accordance with statute and State retention schedules;

Testifies in court as to the creation, receipt, maintenance, communication, disposition and associated activities of the unit relative to records, communications and databases.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- Departmental, County, State and Federal rules, regulations and pertinent laws and statutes relative to the creation, maintenance, disposition and communication of law-enforcement and related records and information;
- Departmental, County, State and Federal Crime reporting systems;
- principles and techniques of effective employee supervision, training and evaluation;
- processes, procedures and equipment associated with manual and computer-based filing systems;
- principles and practices of maintaining security of sensitive, confidential and restricted-access materials and information encountered in assigned duties;
- basic principles and techniques of research, analysis and presentation of statistical information;
- capabilities and effective employment of computer-based resources to enhance information and records maintenance, retrieval and communications.

Skill in:

- planning, assigning, directing and evaluating the work of assigned staff;
- organization and maintenance of manual and computer-based law enforcement records;
- interpreting and applying pertinent rules, regulation, policies, statutes and other directives in the maintenance, disposition and communication of law enforcement records and materials;
- research, compilation and presentation of statistical information;
- communicating effectively;
- research, preparation and submission of routine, recurring and special reports;
- conducting, or coordinating conduct of, staff general/specialized training in work-unit procedures;
- establishing and maintaining effective liaison with other Departmental, County and outside agencies;
- developing and implementing cost-effective procedures and policies for work-unit activities;
- assessing computer-based systems and processes and coordinating development and maintenance of programs to improve work flow;
- maintaining security and confidentiality of all materials encountered in the performance of duties.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Four years of law enforcement records maintenance experience and two years of supervisory experience

(Supervisory experience may be concurrent with the general experience.) [An Associate's degree or certificate for direct employment in Records Management or Records and Information Management from an accredited college, university or technical training school may be substituted for two years of the required general experience.]

OR:

(2) Two years of experience as a Public Safety Data Technician and one year of supervisory experience;

OR:

(3) Two years of experience with Pima County in a clerical or paraprofessional classification with primary duties being the maintenance of law enforcement, Courts, legal or County Attorney legal documents, and one year of supervisory experience.

OTHER REQUIREMENTS:

Licenses and Certificates: A State of Arizona Terminal Operators Certificate (TOC) at the level required for the assigned duties must be obtained prior to completion of initial/promotion probation and must be maintained as a condition of employment. Failure to qualify for, or to maintain, certification shall be grounds for termination. All positions require obtaining and maintaining access certification for all criminal history databases and communications systems required of the assigned duties (e.g., NCIC, ACIC, FORCE, etc.) prior to completion of initial/promotion probation; failure to obtain and maintain required access certification may be grounds for termination. A valid Arizona Class D Driver's License may be required at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: All positions require satisfactory completion of a background investigation due to the need for continuing access to law enforcement facilities, property, communications systems and associated confidential and sensitive information, documents and databases. Pre-/post-appointment drug screening and polygraph examinations are required of all positions in this classification due to need for access as described above.

Physical/Sensory Requirements: Physical and sensory requirements will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 08/15/99<sub>(fn)</sub>

Updated 12/24/07<sub>(team)</sub>