



MANCHESTER TOWNSHIP

RECORDS SUPERVISOR

JOB DESCRIPTION

JOB SUMMARY:

The **Records Supervisor** supervises activities of office personnel. Assigns routine secretarial and clerical duties in accordance with established office practices and procedures. Work is performed under the general supervision of the Civilian Supervisor of the Police Department.

REPORTS TO:

Command Support Assistant

RESPONSIBILITIES:

- Responsible for performing administrative duties, respond to inquiries, scheduling appointments and meetings, typing correspondence and reports.
- Direct and supervise all work activities of Police Records staff.
- Drafts and conducts staff evaluations.
- Relieve the Department Head of routine management functions.
- Compose and type responses to office correspondence.
- Establish and maintain files and office records.
- Assemble materials from files and records for use in preparing reports.
- Determines budgetary needs to assist in the preparation of the annual departmental budget.
- Prepare department requisitions according to purchasing guidelines.
- Conduct subject research as necessary to complete special projects and report assignments.
- Coordinate meetings, conferences and appointments for supervisor.
- Maintain operational procedures relative to office clerical activities and workflow in and out of the Department.
- Ensures proper deadlines are met for the submission of Uniform Crime Reports, Discovery requirements, Open Public Records Act (OPRA) requirements and other statutory obligations of the police records section.

The statements contained herein reflect general duties as necessary to describe the principal functions of this position. This should not be considered an all-inclusive listing of work requirements and all duties performed on the job may not be listed. Individuals are required to perform other duties as assigned.



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PHYSICAL REQUIREMENTS:

Work is performed primarily in an office setting and may require frequent bending, light lifting, typing, writing and sitting.

QUALIFICATIONS AND ABILITIES

- Proficient in Microsoft computer applications as well as Adobe Pro.
- Associates Degree or equivalent work experience.
- Ability to work efficiently, accurately, and professionally in a demanding atmosphere with frequent interruptions.
- 5 (five) years of office management experience or the management of personnel on a daily basis preferred.
- Experience in Police Records Management preferred.
- Basic knowledge of OPRA (Open Public Records Act) laws required.

Experience in the following areas preferred

- "Spillman" or equivalent Police Records Management System
- Live Scan Fingerprinting.
- Experience with Power DMS and P.O.S.S.
- Experience with ATS/ACS
- Records Retention Policies under DARM.

BARGAINING UNIT SPECIFICATION

- OPEIU Local 32: White Collar Bargaining Unit