



## Job Posting

### Records Management Technician – (Full Time)

The Spring Lake Park Police Department is accepting applications for a Records Management Technician. This is a full-time position, 40 hours per week. 2021 salary range is \$23.42 - \$30.03 depending on qualifications and experience. Duties include:

Present a professional, assuring attitude to the public both in person and by telephone.

Maintaining a variety of police records and files in an updated and accurate status at all times to ensure ready accessibility of information as required or requested.

Transcribe, create and file law enforcement records, as required or assigned ensuring the security and confidentiality of such information and other clerical duties that maybe assigned.

Applicants are required to have strong computer skills and have current BCA Certifications for MINCIS/NCIC/CJIS/CJIN access. Applicants must complete and return an application on or before June 4, 2021 by 12 noon. Applications can be obtained at 1301 81<sup>st</sup> Ave NE, Spring Lake Park, MN. 55432 or off the city website at [www.slpmn.org](http://www.slpmn.org).



CITY OF SPRING LAKE PARK  
JOB DESCRIPTION

JOB TITLE: Records Management Technicians (Full Time)  
DEPARTMENT: Police Department  
REPORTS TO: Police Chief  
DATE: January 1, 2021

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POSITION SUMMARY:

1. To maintain a variety of police records and files in an updated and accurate status at all times to ensure ready accessibility of information, as required or requested.
2. To present a professional, assuring attitude to the public, both in person and by telephone.
3. To transcribe, create and file law enforcement records, as required or assigned; ensuring the security and confidentiality of such information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Types a variety of reports and correspondence according to established procedures or special instructions, and reviews completed work for accuracy.
2. Transcribes formal statements as assigned or required, and reviews it for accuracy and ensures the security and confidentiality of all incident-related information.
3. Records and files all Incident Reports, according to established City and State guidelines, to ensure availability of such information on request.
4. Ensures all required report copies are sent to the appropriate agencies, according to established procedure.

5. Compiles various monthly and year-end reports for statistical data used by the Chief and/or for CJIS State requirements.
6. Provides special request reports for police department and/or residents.
7. Perform monthly validation of entries into MNCIS/NCIC, as assigned.
8. Obtains driver's license checks, vehicle registration checks, and criminal history profiles, as required, and ensures all data is handled in a confidential and business-like manner.
9. Conduct criminal background checks on applicants for Spring Lake Park and Recreation Department for coaching staff and people seeking temporary employment.
10. Conduct criminal background checks and investigations after determining the type of license application per city ordinances, which can include utilizing language line translator services and communicating with various governmental entities.
11. Perform criminal background checks for "Permits to Purchase" applications submitted to the Spring Lake Park Police Department per Federal Law, (18 United States Code 922) and Minnesota Statutes, 253B.02, 624.712, 624.713, 624.7131 and 624.714.
12. Assist residents and/or other people regarding animal control situations.
13. Relays by radio pertinent, routine and emergency information to on-duty officers in a clear, concise, and understandable manner.
14. Reviews and distributes teletypes from the State computer to appropriate personnel, as needed.
15. Approves Daily ICR's (Initial Complaint Reports) into computer record network.
16. Maintains current working knowledge of "Suspense Files" and update as needed and assigned.
17. Maintain necessary State Accreditation for MNCIS/NCIC/CJIS/CJIN and related state requirements.
18. As assigned, maintains "Terminal Agency Coordinator" (TAC and Local Agency Security Officer (LASO) responsibilities) as dictated by State of Minnesota
19. Answers telephone and in-person inquiries in a manner which ensures prompt and reliable assistance, recognizing when the inquiry must be passed along to appropriate personnel.
20. Makes copies of offense reports for reference purposes as required.
21. Maintains a supply of all forms and office supplies, as needed by police personnel.
22. Develops, maintains, and promotes a cooperative work environment with co-workers in the office.
23. Perform on call status over weekends/holidays on determined office rotation.
24. Perform other duties as directed/assigned.

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of computer word processing.
2. Ability to articulate basic departmental programs and policies.
3. Ability to maintain concentration while performing a variety of clerical responsibilities at one time.
4. Ability to learn computer applications to extract information from both local and state data systems.
5. Ability to communicate to officers by radio.
6. Ability to type 60 to 65 words per minute with accuracy
7. Ability to maintain files and records.
8. Maintain necessary State accreditations/certifications
9. Develop, maintain, and promote a cooperative work environment with co-workers in the office.
10. Maintain knowledge for data entry/imaging as appropriate.
11. Ability to work with public on the phone and in person.
12. Ability to operate office machines, including but not limited to electronic transcription, computer, fax and copier machines and printers.

### MINIMUM QUALIFICATIONS:

1. High School Diploma or GED.
2. Ability to work independently and without supervision
3. Fluent use and understanding of the English language
4. Two years of Administrative Clerical related law enforcement experience.
5. Ability to successfully pass a typing test, demonstrating at least 60 to 65 words a minute with accuracy.
6. Ability to communicate effectively, orally and in writing.
7. Ability to pass a comprehensive investigation, exemplifying background and character.
8. Clerical aptitude and organizational skills.
9. Ability to operate common office equipment, computer, phone, fax, copier, etc.
10. Ability to multi-task and stay focused while minimizing mistakes.

### REQUIRED QUALIFICATIONS:

1. Two years of Administrative Clerical related law enforcement experience.
2. Current certifications for BCA access to MINCIS/NCIC/CJIS/CJIN.