
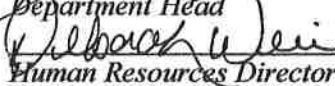


**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE: Supervisor, Records</b>		<b>PAY GRADE: 14</b>	
<b>DEPARTMENT: Sheriff's</b>		<b>FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
<b>REPORTS TO: Undersheriff</b>		<b>LEAD:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>BARGAINING UNIT: N/A</b>		<b>SUPERVISOR:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<hr/>			
<b>APPROVED:</b> 		7d	
Department Head		12/21/10	
		Date	
Human Resources Director		12/21/10	
		Date	

**I. PURPOSE SUMMARY.** Under the general supervision of the Undersheriff, responsible for the daily operation and activities of the records division and supervises records and NCIC staff.

**II. ESSENTIAL DUTIES.**

1. Organize workflow for the records and NCIC sections
  - A. Assign work duties; coordinate workflow
  - B. Works with personnel to find solutions
2. Ensure education and training in job functions
  - A. Research laws; explore resources for training purposes; disseminate information
  - B. Ensure adequate training is obtained for new and incumbent personnel
3. Assist in problem solving work issues and application issues
  - A. Assist personnel with computer applications
  - B. Assist personnel with audio recordings
  - C. Create custom reports
4. Management of personnel
  - A. Work schedules, approval of leave, and manage attendance and timekeeping
  - B. Develop work expectations, monitor performance and evaluation of staff
  - C. Counsel and take corrective action as necessary
5. Administer records management system and voice recording systems
  1. Set up profiles
  2. Administer security settings
6. Ensure report workflow
  - A. Ensure that reports and supplements are approved
  - B. Ensure that reports contain necessary elements of documentation
  - C. Ensure that reports are properly closed out
  - D. Ensure that proper coding is used
  - E. Audit reports monthly
7. Report Crime Statistics
  - A. Compile crime statistics for Uniform Crime Report
  - B. Create custom crime reports as requested

**III. ADDITIONAL DUTIES.**

1. Performs related duties as assigned.

**IV. QUALIFICATIONS.**

**A. Education.** Bachelor's Degree in Business Administration or related field

**B. Experience.** A minimum of five (5) years full-time work experience in a supervisory position in a law enforcement environment.

**C. Education/ Experience substitution.** Directly related experience may substitute on a year for year basis. Supervisory experience in another field may substitute

**D. Licenses/Certifications.** N/A

**E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must have valid driver's license and successfully pass a background check with no felony convictions

**1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

**Knowledge of:**

The NCIC/NMCIC system

Current technologies used in performance of office functions and law enforcement records management practices, policies and procedures.

Law enforcement terminology, business English usage, spelling, grammar and punctuation

Methods to maintain accurate records

Computer and relevant software

Principles and practices of effective supervision, leadership, training, and performance evaluations

**Skills to:**

Operate a computer, its software, and general office equipment

Prepare reports, perform accurate data entry, properly determine report classifications and maintain accurate, detailed and complex records in an automated environment

Apply knowledge of business correspondence standards including English, spelling, grammar, formatting, and punctuation

**Ability to:**

Type with accuracy at a rate required to perform functions effectively

Demonstrate resourcefulness and tact in public contacts

Handle sensitive and confidential matters and situations

Communicate effectively, in oral and written form

Establish and maintain effective working relationships with others

**2. FREEDOM TO ACT.**

The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used.

The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

**3. GUIDELINES AND JUDGMENT.**

Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

**4. PHYSICAL DEMANDS.**

The work is sedentary. Typically the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

**5. WORK ENVIRONMENT.**

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles. The work area is adequately lighted, heated, and ventilated.

**6. SUPERVISORY RESPONSIBILITY.**

Includes planning overall work objectives and establishing priorities consistent with broad goals and objectives; develops, modifies and approves work methods or procedures; coordinates diverse work activities; allocates available resources consistent with the established budget; reviews operations to determine whether goals and objectives are being met; have full supervisory responsibilities including recommending hiring, firing, promotions and completing performance evaluations.

**IV. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

\_\_\_\_\_

*Employee*

\_\_\_\_\_

*Date*

10/18/10