



**CITY OF RICHLAND**  
invites applications for the position of:

## **Police Public Records Supervisor**

**SALARY:** \$2,574.40 - \$3,605.60 Biweekly  
\$5,577.87 - \$7,812.13 Monthly  
\$66,934.40 - \$93,745.60 Annually

**OPENING DATE:** 02/22/22

**CLOSING DATE:** Continuous

### **GENERAL SUMMARY:**

**Target Hiring Range: \$66,934 - \$80,330 per year DOQ**

Performs difficult skilled administrative support work fulfilling police public records requests and directing, coordinating, planning, scheduling, assigning and reviewing police public records requests of assigned personnel to ensure they are processed in accordance with state/federal law and established city policies and procedures, and related work as apparent or assigned. Work is performed under the limited supervision of a Police Commander or designee ("supervisor"). Continuous supervision is exercised over assigned personnel.

*(Please see supplemental information below for required application attachments.)*

### **CORE VALUES**

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity* and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together across all functions.

Click [here](#) to view the full job description, to include essential functions and working conditions.

### **MINIMUM QUALIFICATIONS:**

#### **SPECIAL REQUIREMENTS**

- Valid driver's license.
- Obtain Washington State ACCESS System Certification (Level II) and CJIS Certification upon hire date and maintain throughout employment.
- Obtain Washington Association of Public Records Officers (WAPRO) certification within one (1) year of hire and maintain throughout employment.
- Pass a pre-employment background investigation.

## EDUCATION AND EXPERIENCE

Associate's degree with classes in Public Administration, Political Science or related field and five (5) years of experience in coordinating and/or administering public records disclosure and retention with at least two (2) years of experience in a lead or supervisory role, or equivalent combination of education and experience.

## DESIRABLE QUALIFICATIONS:

- Prior direct experience with law enforcement records processing, disclosure, and retention.
- Prior experience working with a municipality.
- Prior experience working with multi-agency law enforcement records systems.
- Prior experience working with GovQA.
- Excellent grammar and communication skills.

## SUPPLEMENTAL INFORMATION:

Please attach the following required documentation to your application to be considered for the position (**required for consideration**):

- **Cover Letter**
- **Resume**
- **Writing sample** describing your most recent day-to-day processing of public records requests, both routine and complex, to include your level of decision making authority, and when you consult for legal advice.
- A **list of training courses** related to public records and/or records management that you have completed in the prior two years (please include course name and date completed).

Selection may be based upon overall qualifications, skills testing, and a panel interview process. Final candidate selected will be required to complete a comprehensive background/reference check, to include a personal history statement (PHS), fingerprinting, and a polygraph commensurate to the position. (*PHS, fingerprinting, and polygraph requirement may be waived for internal, Richland Police Department candidates.*)

**Priority consideration will be given to those candidates that apply before end of day Sunday, March 20, 2022.**

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.ci.richland.wa.us>

Position #2022-00032  
 POLICE PUBLIC RECORDS SUPERVISOR  
 KC

625 Swift Blvd  
 Human Resources / MS-12  
 Richland, WA 99352  
 (509) 942-7392

[richlandhr@ci.richland.wa.us](mailto:richlandhr@ci.richland.wa.us)

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## Police Public Records Supervisor Supplemental Questionnaire

\* 1. Do you have a valid driver's license?

- Yes  
 No

- \* 2. Do you have a current Washington State ACCESS System Certification (Level II)?
  - Yes
  - No
- \* 3. Do you have a current Criminal Justice Information System (CJIS) certification?
  - Yes
  - No
- \* 4. Which best describes your highest level of education?
  - No high school diploma/ GED
  - High school diploma/ GED
  - College-level course work (no degree)
  - Professional/ technical certificate
  - Associate's degree
  - Bachelor's degree
  - Master's degree
- \* 5. Which best describes your area of study for education?
  - Public Administration
  - Political Science
  - Criminal Justice
  - Other closely related
  - None of the above
- \* 6. Do you have a current Washington Association of Public Records Officers (WAPRO) Public Records Officer certification?
  - Yes
  - No
- \* 7. Select which best describes your years of experience coordinating and/or administrating public records disclosure and retention?
  - I have no experience.
  - I have less than one year of experience.
  - I have at least one year, but less than two years of experience.
  - I have at least two years, but less than three years of experience.
  - I have at least three years, but less than five years of experience.
  - I have five years or greater of experience.
- \* 8. Select which best describes your experience in a lead or supervisory role.
  - I have no experience.
  - I have less than one year of experience.
  - I have at least one year, but less than two years of experience.
  - I have at least two years, but less than three years of experience.
  - I have at least three years, but less than five years.
  - I have five years or greater experience.
- \* 9. Please describe the Public Records Act (PRA) and how it relates to this position.
- \* 10. Which best describes your proficiency level working in Microsoft Office Word?
  - No experience
  - Working knowledge
  - Beginner
  - Intermediate
  - Advanced
- \* 11. Which best describes your proficiency level working in Microsoft Office Outlook?
  - No experience

- Working knowledge
  - Beginner
  - Intermediate
  - Advanced
- \* 12. Which best describes your proficiency level working in Microsoft Office Excel?
- No experience
  - Working knowledge
  - Beginner
  - Intermediate
  - Advanced
- \* 13. Which best describes your proficiency level working in Microsoft SharePoint?
- No experience
  - Working knowledge
  - Beginner
  - Intermediate
  - Advanced
- \* 14. Which best describes your experience working in iLeads, Spillman, or other multi-agency law enforcement records systems?
- I do not have experience with multi-agency law enforcement records systems.
  - I have used multi-agency law enforcement records systems, but not regularly during my job.
  - I regularly use one or more of the multi-agency law enforcement records systems listed above.
- \* 15. Which best describes your proficiency level working in GovQA?
- No experience
  - View only (ability to view requests only)
  - End user (processing of assigned activities)
  - Power user (full cycle public records request processing)
  - Admin user (full cycle public records request processing + administration and configuration of system and system users)
- \* 16. Please describe your qualifications, professional experience, and skills that are directly related to this position.
- \* 17. What do you feel is the key to success when communicating with the public?
- \* 18. Share an example of a situation or time when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
- \* Required Question