



POLICE DEPARTMENT
UNIVERSITY of WASHINGTON
Division of Student Life

Records Administrator

As an agency of the university community, UWPD provides law enforcement to the largest college and stadium in Washington State. We also provide security to visiting dignitaries and during demonstrations. The Police Department serves a vital role in the safety, security, and success of the University of Washington. Our purpose is to serve and protect the students, staff, faculty and all people and property within the jurisdiction of that community.

The UWPD Records Administrator position will manage the Records bureau and will serve as a source of expertise, of all records related services, to ensure compliance with state and federal mandates, processing of reports, public disclosure procedures and requests, and will be responsive to criminal justice agency records dissemination as required. All activities will support the mission and goals of the UWPD. Criminal Justice records are governed by state and federal regulations and the incumbent must be familiar with the regulations and remain compliant with these standards at all times.

The incumbent will participate in the planning, design, development, of future records systems and all system upgrades. The major Records Management system is New World. Other records systems include but are not limited to LERMS, Stancil, LinX, and other ancillary systems. Use and coordination with WSP ACCESS, FBI UCR, FBI NIBRS and compliance with the Clery Act are part of the UWPD Records Administrator responsibilities.

General Responsibilities:

- Administration of Record Services
- Compliance, Policies and Procedures
- Interdepartmental and Agency Communications
- Training

Minimum Qualifications:

BA in Business Administration or related field and two (2) years of progressive Records Management or equivalent education/experience.

For further details and to apply:

<https://uwpires.admin.washington.edu/ENG/candidates/default.cfm?szCategory=jobprofile&szOrderID=191221&szCandidateID=0&szSearchWords=&szReturnToSearch=1>