



EMPLOYMENT OPPORTUNITY

POLICE RECORDS CLERK

Department: Police

Salary Range: \$59,472 to \$72,936/year, plus excellent benefits

To Apply: Online at www.stanwoodwa.org
(Application can also be downloaded from website)

Closes: Open Until Filled – First Application Review – Monday, February 14, 2022

Position Summary: Performs a variety of complex, responsible and specialized law enforcement records management and administrative functions; provides general and specialized information regarding police department functions that requires the use of judgment, tact and sensitivity; creates and maintains specialized reports, records and files required in connection with department work processes; interacts with other law enforcement agencies, City personnel and the public on technical matters; and performs related duties as assigned.

Examples of Job Duties:

1. Manages official police department records in accordance with state and federal requirements.
2. Maintains the Department Records Management System, disseminates records to courts, prosecutors and state agencies as necessary and completes data entry in multiple proprietary law enforcement data systems, including entry and management of protection orders, missing persons, stolen vehicles/plates, etc. into local and national law enforcement databases.
3. Responsible for responding to Public Disclosure Requests for information and reports from within the department, from other law enforcement agencies, from other city personnel and the public; manages external complaints and inquiries; researches and responds to requests or refers complaints and requests to other staff when warranted; and consults with City Attorney when necessary.
4. Determines the retention of various police records; oversees the processing of retained records and ensures the destruction of records that have reached the end of their life cycle in accordance with state law.
5. Serves as the Terminal Agency Coordinator; oversees the appropriate certification and use of the criminal justice information systems by all department personnel; creates, organizes and maintains procedures for entry and management Criminal History Information (CHI) files; ensures all required agreements and contracts are initiated, updated and maintained; represents the department during the state audits and responds as necessary.
6. Completes background checks to determine approval/denial for firearm eligibility for concealed pistol license (CPL) and firearms purchase applicants, in accordance with both Federal and Washington State firearms laws. Maintains appropriate records entry,

retention and destruction of the resulting criminal history responses. Requires knowledge and use of state, national and international law enforcement databases.

7. Maintains all agency traffic infraction and collision information; enters information into local databases, routes information to the appropriate City departments, courts and state agencies.
8. Organizes and manages all aspects of annual community events for the agency, such as *National Night Out* and *Touch-A-Truck*.
9. Manages monthly agency invoices, purchases and maintains office supplies for the department.
10. Creates, organizes and maintains support staff process workflows, training documents, and records procedures.
11. Represents the Department at county and state meetings; makes recommendations on records management systems and workflows and other related concerns. Sets up and coordinates meetings with internal personnel, other law enforcement departments, the public and other agencies. Assembles background materials, prepares agendas and records action items for various meetings.
12. Drafts and prepares agendas, resolutions and reports; assembles agenda packets. Creates materials for staff and public presentations; composes correspondence, reports and information materials; proofreads and checks materials for accuracy and completeness and for compliance with policies and regulations.
13. Serves as the department's communications officer. Uses social media, website and other electronic media to keep people informed of police issues.

Minimum Qualifications:

Education and Experience:

- High School diploma or GED
- Five (5) to seven (7) years of increasingly responsible law enforcement support and/or office related experience, or;
- Any combination of education and experience necessary to perform the essential functions of the position.

Special Requirements:

- Valid State Driver's License or ability to obtain one within 30 days and a good driving record is required.
- Level II Access Certification or ability to obtain through Washington State Patrol within six (6) months of employment.
- Employment is conditioned on passing a stringent background check, including psychological evaluation, polygraph examination and background investigation prior to appointment.
- Experience serving as the Terminal Agency Coordinator for Washington State Patrol ACCESS (A Central Computerized Enforcement System) is preferred.

The City of Stanwood is an Equal Opportunity Employer
and values diversity at all levels of its workforce