**Police Records Technician III Standard Job Description**



**Classification Title:** Police Records Technician III

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Minimum Pay:** $19.86

**Job Description Summary:**

The Police Records Technician III, under general supervision, assists the Police Records Supervisor with the management and coordination of records support activities. Provides other administrative support for University Police personnel and the public.

**Essential Duties and Tasks:**

**40%: Records Management**

* Reviews, edits, and ensures accuracy of the police records and tickets.
* Processes and files various legal documents, such as warrants, subpoenas, and court orders.
* Retrieves and disseminates requested records to authorized personnel, ensuring compliance with applicable laws and regulations.
* Maintains confidential records and files.
* Provides officers with necessary documentation and reports for their court appearances.
* Provides assistance and guidance to other staff members regarding record-keeping procedures, policies, and legal requirements.
* Serves as liaison with Justice of the Peace. Provides necessary documentation and coordination of court settings between Justice of Peace and officers.
* Responds to public inquiries and requests for records in a professional and timely manner, while maintaining confidentiality and adhering to privacy laws.
* Requires operating a motor vehicle to and from the department to appropriate courts, attorney’s offices, and other law enforcement agencies.

**20%: Reports Processing**

* Oversees, monitors, and reviews police reports and tickets the Records Management System (RMS).
* Prepares accurate and detailed reports based on information gathered from multiple sources, including interview, surveillance footage and forensic reports.
* Maintains and monitors entries for accuracy in the Records Management System (RMS).

**10%: Police Collaboration**

* Performs local arrests or citation background checks from other state or federal law enforcement agencies, as needed.
* Assists personnel with compiling, researching, and analyzing statistics and report information.
* Collaborates with law enforcement officer, detectives, and attorneys to gather and organize evidence for criminal cases.

**10%: Training**

* Trains and oversees job duties performed by records support staff.
* Participates in training program and stay updated on new policies, technologies, and best practices related to record-keeping and data management in law enforcement.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Five years of related experience in general office or clerical work, to include two years of experience in a law enforcement environment.

**Required Licenses and Certifications:**

* Valid state-issued vehicle operator’s license or ability to obtain within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Working knowledge of spread sheet and word processing.
* Strong interpersonal and communication skills.
* Keyboarding skills.
* Ability to multi-task and work cooperatively with others.

**Machines and Equipment:**

* Computer – 20 hours
* Copier – 5 hours
* Telephone – 3 hours
* Typewriter – 1 hour
* Fax – 1 hour

**Physical Requirements:**

* Ability to move light, moderate, or heavy objects.

**Other Requirements and Factors:**

* May be required to work weekends, holidays, and hours other than Monday through Friday, 8 am to 5 pm.
* May require out of town travel.
* New hires must successfully pass a typing test with a score of 45 words per minute, oral interview board, and a background investigation to include, but not limited to driving history and criminal background history.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**​​☐​ Yes**

**​​☒​ No**

**Does this classification have the ability to work from an alternative work location?**

**​​☐​ Yes**

**​​☒​ No**