**Police Records Technician I Standard Job Description**



**Classification Title:** Police Records Technician I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 5

**Minimum Pay:** $15.90

**Job Description Summary:**

The Police Records Technician I, under supervision, provides police records support for University Police personnel and the public.

**Essential Duties and Tasks:**

**35%: Records Preparation**

* Assists Records personnel with filing, and the preparation of police files and records for review to go to the appropriate courts, attorneys, and other law enforcement agencies.
* Requires operating a motor vehicle to and from the department to appropriate courts, attorney’s offices, and other law enforcement agencies.
* Assists Records personnel with background checks.

**25%: Reports Processing**

* Assists Records personnel with reviewing daily reports generated by the department, making necessary corrections or adjustments as needed, copying police reports, and making data entries into the Records Management System (RMS).

**20%: Records Receptionist**

* Serves as Records receptionist.
* Assists with providing records information and referrals.
* Assists with answering the telephone and transferring calls related to records to the appropriate individual(s) or office.

**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.
* Some clerical experience required.

**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**