**Police Records Technician II Standard Job Description**



**Classification Title:** Police Records Technician II

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 6

**Minimum Pay:** $17.48

**Job Description Summary:**

The Police Records Technician II, under general supervision, provides advanced skills in police records support duties for University Police personnel and the public.

**Essential Duties and Tasks:**

**40%: Records Management**

* 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**

* 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).

**15%: 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.

**5%: Training**

* 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.
* Two years of related experience in general office or clerical work, to include one year 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**