City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Police Records Supervisor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PRSV</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU17</td>
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<tr>
<td>Date Revised:</td>
<td>10/5/2020</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for the supervision and coordination activities of worker engaged in police records functions by performing the following duties.

**Essential Duties and Responsibilities:**

_The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description._

- Directs and assists workers in storing, retrieving, checking, correcting, and copying paper documents, microfilm, or other company records.
- Coordinates operations, maintenance, and upgrading of records management systems.
- Monitors adherence to legal and company requirements related to retention, dissemination, access, storage, and security of information contained in files and documents.
- Routes erroneously removed files to workers for refiling.
- Establishes records retention and destruction schedules in conformance with legal guidelines and professional practices.
- Directs and assists workers in periodic disposal of obsolete files, following company policy and legal requirements.
- Conducts and coordinates studies of files and filing system as directed by management.
- Determines work procedures, prepares work schedules, and expedites workflow.
- Prepares composite reports from individual reports of subordinates.
- Adjusts errors and complaints.

**Qualifications:**

**Education and/or Experience:**

Associates degree or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

**Working Conditions:**

_The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions._
While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include color vision and ability to adjust focus.