



Posted: 3.23.2023

## Position Recruitment Notification For Internal & External Candidates

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**Job Classification:** Police Records Supervisor

**Department/Division:** Police Department  
**Employment Status:** Full-time  
**Annual Salary/Grade:** \$60,000 +/- (DOQ) / 8PM  
**FLSA:** Exempt  
**Union:** Non-Union  
**Employment Commission:** N/A

**Deadline for Application:** Open until filled, first review of applications April 21, 2023.

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### POSITION SUMMARY:

This position will manage, supervise, plan and coordinate the activities and operations of the Police Records Division Support Services Bureau, within the Police Department including records maintenance and management services; and to coordinate assigned activities with other divisions, outside agencies and the general public.

### INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=553850435> For additional information on the position visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



Reports to: Deputy Chief  
Department: Police  
Pay Band: 8-PM  
Non-Union: Exempt

## **POLICE RECORDS SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To manage, supervise, plan and coordinate the activities and operations of the Police Records Division Support Services Bureau, within the Police Department including records maintenance and management services; and to coordinate assigned activities with other divisions, outside agencies and the general public.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned Deputy Chief.

Exercises direct supervision over technical and clerical staff.

**EXAMPLES OF DUTIES** - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

### **Essential duties and responsibilities**

1. Coordinate the organization, staffing, and operational activities for the Police Records Division including the maintenance of a variety of confidential files and records, dissemination and sealing of criminal records and reports, and processing of complaints, arrests, and citations for the courts and Village Attorney.
2. Direct, coordinate and review the work plan for the Police Records Division; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
3. Select, train, motivate and evaluate police records personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
4. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
5. Participate in the development and administration of the Police Records Division budget; forecast funds needed for equipment, materials, and supplies.
6. Coordinate Police records management operations and services with those of other divisions and outside agencies and organizations; provide staff assistance to management staff.
7. Act as the official custodian of criminal justice records for the department; take necessary action to ensure compliance with court orders.
8. Analyze and interpret State codes, legislation, and regulations; develop and implement policies for the



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## **POLICE RECORDS SUPERVISOR**

dissemination and release of criminal and related records in compliance with codes and regulation.

9. Review reports of criminal activity to evaluate statistical data, and anticipate future crime trends.
10. Coordinate and disseminate departmental crime analysis information; identify and provide crime patterns to assist in resolving criminal and non-criminal problems.

### **Other important responsibilities and duties**

1. Supervise the maintenance of records and files; maintain the computerized records management system; develop modifications to design police automated records management information systems to conform to state reporting requirements and needs of the Department.
2. Compile and edit various monthly and annual reports; direct the preparation of statistical reports; prepare a variety of internal and administrative reports.
3. Attend and participate in professional group meetings; stay abreast of new trends, laws, and innovations in the field of records management.
4. Review, implement and interpret operating procedures and submit recommendations for change; develop procedure manuals and documentation.
5. Make appearances in Court if needed to assure the authenticity of police reports.
6. Input and retrieve a variety of information using MS-Windows 2000, MS-Professional 2000 and MS-Internet Explorer.
7. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services and activities of a police records management program. Modern principles and practices of criminal records management.

Principles of municipal budget preparation.

Input and retrieve a variety of information using the appropriate system; which may include RMS, CAD, IDOT, LEAD, or Microsoft Office.

Principles of supervision, training and performance evaluation. General law enforcement codes, practices and methods.

Modern office procedures, methods and computer equipment.



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Basic knowledge of the criminal justice system and the processing of information throughout the system.

Pertinent Federal, State, and local laws, codes and regulations. Application software to generate customized reports

Computerized records management systems

### **Ability to:**

Maintain reasonable and predictable attendance.

Attend meetings and functions before and after regularly scheduled work hours.

Manage and coordinate the work of police records personnel. Select, supervise, train, and evaluate staff.

Research and analyze a variety of information and prepare clear and concise reports. Act as official custodian of criminal justice records for the Department.

Interpret and explain Village police records policies and procedures. Maintain and modify a computerized records management system. Participate in the development of the Division's budget.

Type accurately at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *Walking, standing, or sitting for extended periods of time*
- *Operating assigned office equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Operating assigned equipment.*

Maintain mental capacity, which allows for effective interaction and communication with others.



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## **POLICE RECORDS SUPERVISOR**

### **Experience and Training Guidelines**

**Experience:** Four years of increasingly responsible police records management experience including one year of administrative and supervisory responsibility. **AND**

**Training:** An Associate's degree with coursework in records management, business administration, public administration or a related field is desired.

### **WORKING CONDITIONS**

Work in an office environment; sustained posture in a seated position for prolonged periods of time.

### **COVID-19 VACCINATION REQUIREMENTS**

As a condition of employment, all Village employees must be fully vaccinated against COVID-19 and must submit proof of vaccination or a completed exemption form. Those employees who are not fully vaccinated shall be required to participate in the Village's COVID-19 testing program and wear a mask at all times in the workplace except when actively eating or drinking.