



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

POLICE RECORDS & PROPERTY SUPERVISOR (Job Code #_____)

Promotional – Only Open to Current City Employees

THE SALARY

The monthly salary range for Police Records & Property Supervisor is \$4,980.17 - \$6,078.76.

HOW TO APPLY

Complete application materials, including copies of relevant degrees and/or certificates, must be submitted to the Human Resources Department by 5:00 p.m., _____. Applicants may download a City application at: www.culvercity.org/jobs or obtain an application from the Human Resources Department, City Hall, 9770 Culver Boulevard, Culver City, CA 90232.

Individuals that submit incomplete application materials may not receive full consideration for the position. E-mailed or faxed application materials will not be accepted.

THE POSITION

The Police Records & Property Supervisor is a civilian position that is responsible for overseeing the day-to-day activities within the Records and Property units. Responsibilities include coordinating and participating in the work activities associated with various tasks and procedures relating to the Records and Property units. The position functions within general procedural and policy limits requiring and receiving minimal supervision.

The Police Records & Property Supervisor provides supervision of the work performance, training, and scheduling of Records and Property units which includes five (5) Police Records Technicians and two (2) Property Technicians. The position oversees the maintenance, security and safety of the property room and equipment within. This position develops, reviews, and updates written manuals, procedures and instructions and trains staff. The position is responsible for evaluating procedures and systems within the scope of their supervision including making recommendations and implementation of identified area(s) for improvement and related training. The position reviews and responds to requests for records and public information. As well as coordinates information released to other law enforcement and judicial agencies; ensuring that records are properly organized, comply with Department of Justice record control and statistical programs. The Police Records & Property Supervisor is responsible for resolving complex technical and procedural issues using their knowledge of applicable laws governing criminal justice records dissemination and property retention including state and federal law enforcement mandates. The position also provides staff assistance to Police Department management staff related to Records and Property unit functions.

MINIMUM REQUIREMENTS

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: High school graduation or equivalent and three (3) years of responsible work experience in a law enforcement property and/or records unit including providing internal and external customer service. One (1) year supervisory or lead worker experience is desirable. An Associate of Science degree in Criminal Justice, Business or Public Administration, or related field is desirable.

License and Certification: Possession of National Crime Information Center (NCIC) certificate within six months of appointment. Possession of California Law Enforcement Telecommunications System (CLETS) certification; and completion of POST Records Supervisor and Public Records Act courses are required within one year of appointment.

Work Schedule/Availability: Must be available and willing to work rotating shifts, nights, weekends and holidays as the Police Department Records Section is in operation 24 hours a day. This position works at 4/10 schedule.

Notes:

1) Applicants may be disqualified for any of the following reasons: a conviction record, and/or negative employment references.

2) A conviction shall include a plea, verdict, or finding of guilt regardless of whether sentence is imposed by the court.

EXAMINATION PROCEDURES

Applicants must receive a passing score on all examination components in order to be placed on the eligible list.

COMPONENT	WEIGHT
• Written Examination: To measure writing ability, customer service, technical and supervisory skills.	30%
• Counseling Exercise: To demonstrate supervisory skill and ability.	40%
• Appraisal Interview: To evaluate training, experience and personal qualifications.	30%
• Background Investigation and Polygraph: To determine suitability for the position of Police Records & Property Supervisor.	QUALIFYING
• Psychological Screening & Medical Examination: Standard exams to determine suitability for the position of Police Records & Property Supervisor.	QUALIFYING

Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.

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