



City of Kyle: Records Supervisor

Under limited supervision, performs complex administrative and secretarial duties to facilitate the mission of the Kyle Police Department; performs duties under minimal supervision governed generally by broad instructions, objectives, and policies and involving frequently changing conditions and problems. The person selected for this position must be a self-starter, have the ability to work with limited supervision, maintain confidentiality of obtained protected information, provide detailed records, and work a flexible schedule as needed.

Qualifications, Experience and/or Certification Requirements:

High School Graduate or Equivalent, possess a valid Texas Drivers License, knowledge/training in accounting procedures or arithmetical calculation, three (3) years police records specialist experience; or equivalent combination of training or experience which evidences a comprehensive knowledge of required job duties and expectations. TCOLE Telecommunicator license preferred. The applicant must be eligible and able to obtain a Texas Commission on Law Enforcement (TCOLE) telecommunicator license and meet all requirements for compliance with Criminal Justice Information Services (CJIS). To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Anyone who poses a direct threat to the health and safety of himself/herself or to others in the workplace will be deemed not qualified for this position. Must pass an extensive personal background check.

Starting Rate: \$21.76 + DOE

Closing January 21st, 2021.

APPLY ONLINE: www.jointeamkyle.com

Taylor Bennett

HR Generalist

#TeamKyle Core Values: Knowledge, Yes-Attitude, Leading Edge, and Employee Accountability



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