



City of Waxahachie Police Records Coordinator

SALARY	\$18.65 - \$27.98 Hourly \$1,492.28 - \$2,238.51 Biweekly \$3,233.28 - \$4,850.11 Monthly \$38,799.37 - \$58,201.33 Annually	LOCATION	Waxahachie, TX
JOB TYPE	Full-Time/Non-Exempt	JOB NUMBER	00324
DEPARTMENT	Police	OPENING DATE	08/28/2023

Description

Hiring Range: \$38,799.37 - \$48,500.35 (DOQ)

Under the direction of the Support Services Division of the Police Department, the Records Coordinator is responsible for processing open records requests per the Texas Public Information Act. The position works independently in a highly organized manner with reasonable supervision.

Duties and Responsibilities

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Provides response to requests for governmental records within the time period mandated by the Texas Public Information Act and other state statutes.
- Coordinates the gathering of the requested information within all divisions of the City and disseminates requests to appropriate departments.
- Receives and reviews all requests for information and makes an initial determination as to which requests require an opinion from the Office of the Attorney General, coordinating these requests with the City Secretary.
- Recording, scanning, imaging, storing, and indexing records in accordance with the adopted Records Retention Schedule.
- Redacts or reviews redaction in confidential records before releasing documents to the public.
- Calculates/assesses charges for Open Records in accordance with the Texas Public Information Act.
- Administrator of the records request tracking system and/or software.
- Is involved in the planning and needs assessment of the Police Department's Policies related to public information and maintains and updates the Police Department's Public Information Policies and Procedures in accordance with the Texas Public Information Act.
- Serves as point of contact with department liaisons and conducts training on open records processes.
- Composes, edits, and types correspondence, memoranda, reports, and other documents using various word and data processing software requiring knowledge of rules of grammar and practices of document preparation.
- Process purchase orders; ensure accuracy of invoices.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment.

- Perform other duties and responsibilities as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Operations, services and activities of assigned department.
- General knowledge of City policies and procedures.
- Methods and techniques of providing clerical support to assigned department.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Basic principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation
- Modern office procedures, methods, and computer equipment.
- Principles and practices of bookkeeping.
- Basic mathematical calculations.
- Operations, services, and activities of the city.
- English usage, spelling, grammar, and punctuation.
- Operational characteristics of modern office equipment and tools including a computer.
- Occupational hazards and standard safety practices.

Ability to:

- Interpret, explain, and enforce department policies and procedures.
- Operate a variety of modern office equipment in a safe and effective manner.
- Perform specialized clerical work
- Understand and apply indexing principles and techniques
- Comply with all posting and publication guidelines.
- Type at a speed necessary for successful job performance.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Interpret, explain, and enforce departmental policies and procedures.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Requirements

Education, Training, and Experience:

- High School Diploma or GED required.
- Minimum of two (2) years of related experience.
- Any combination of relevant education, experience, and/or certification and licenses may qualify.

Supplemental Information

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to handle, feel or operate objects, tools, or controls; reach with hands and arms, and perform repetitive movements of hands or wrists. Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; use math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. This position may require availability to work a flexible schedule during peak times.

Agency

City of Waxahachie

Police Records Coordinator Supplemental Questionnaire***QUESTION 1**

Select the highest level of education that you have completed.

- Did not complete high school or equivalent
- High School/GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree

***QUESTION 2**

Do you have a valid drivers license?

- Yes
- No

***QUESTION 3**

Are you or your spouse related to any employee of the City?

- Yes
- No

QUESTION 4

If you indicated yes, please list related to and how related.

***QUESTION 5**

Which of the following related job functions do you have experience with?

- Typing and data entry
- Accurately completing time-sensitive tasks
- Thorough attention to detail with recordkeeping and filing procedures
- Maintaining discretion and using good judgement when handling sensitive or confidential information
- Ability to complete job duties or assigned tasks independently or with minimal supervision
- Providing excellent customer service when responding to requests and complaints from the public
- Overall knowledge of law enforcement functions
- Microsoft Office products, including Outlook, Adobe, Excel, Word, etc.
- Ensuring data safety when accessing information manually, by computer or via online databases
- Familiarity with federal, state, and local laws and regulations
- General office/computer equipment and Multi-line phone systems

* Required Question