

COORDINATOR OF POLICE STAFF SERVICES

Code No.: 6-16-030

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for overseeing various functions of a police department such as the records and information systems, agency owned property and facilities, the property and evidence room, and fiscal activities. The employee reports directly to, and works under the general supervision of, a Police Lieutenant, Sergeant, or higher level staff member. General supervision is exercised over a civilian staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other duties may be performed although not listed.)

Supervises records management activities, including warrant information, and ensures proper and legal records maintenance;

Oversees activities of the property/evidence room;

Plans, assigns, and reviews clerical work and instructs employees in the duties of specialized clerical work;

Controls local, county, state, and federal database information input by subordinates as directed by the Chief of Police;

Assists in the development, management and control of the department budget;

Oversees computerized record activity such as NYSPIN and acts as the NYSPIN security officer;

Conducts annual audits of police department owned property and related inventory, such as office and technical services equipment, firearms, radar units, surveying equipment, fleet, as required by the Government Accounting Standards Board;

Supervises and/or participates in the auditing and related recordkeeping of evidence and the property room;

Maintains and completes payroll records for subordinate employees;

Develops reports such as monthly statistics and annual report of department activities;

Generates statistical reports regarding information related to items such as police officer work output, number of crimes investigated, number of arrests, and traffic stops;

Develops grant applications and the subsequent reporting requirements for approved grants;

Represents police department at records management, communications, and other committee meetings as directed by the Chief of Police;

Investigates non-criminal complaints regarding civilian employees;

Conducts or participates in performance evaluations of subordinate civilian employees;

Assists Chief of Police with administrative duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office practices, procedures, equipment and terminology; good knowledge of the functions of government and the complex relationships between police departments and other public and private agencies; good knowledge of proper and legal record maintenance; good knowledge of applicable computer software programs; working knowledge of account keeping and budget control; ability to communicate effectively both orally and in writing; ability to function effectively in emergencies; ability to follow complex oral and written directions; ability to organize, assign, coordinate and review the work of subordinates; ability to readily acquire familiarity with departmental organization, function, laws, policies, rules, and regulations; ability to deal effectively with the public; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus five (5) years of paid full time or its part-time equivalent experience in a government agency, including the military, in one of the following: computerized records management*, or staff development and training, both of which must have included three (3) years in a supervisory capacity**; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus four (4) years of experience as defined in (A) above, three (3) years of which must have been in a supervisory capacity**; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*computerized records management, for the purposes of these minimum qualifications, is the computerized maintenance of records in accordance with laws, rules, regulations, agency policy, or other established standards. Experience may include record organization, establishment, review, storage, retrieval, disposition and/or similar activities. Filing is not considered computerized records management.

**supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: March 5, 2009

