



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-127
April 14, 2016**

**NOTICE OF VACANCY
April 14, 2016**

POSITION: Records Coordinator

DEPARTMENT: Police

SALARY: M4 \$46,407

HOURS: Monday – Friday 7:30am to 3:30pm

Position Purpose:

This role performs administrative and clerical duties related to the daily records operations of the Police Department. This role administers and coordinates processing of police records, including incident reports, arrest and booking reports, motor vehicle collision reports, as well as other reports and records in compliance with Massachusetts General Laws, department policies and guidelines, as well as records retention protocols. This position is also responsible for department cellular telephones and On-Duty Employee scheduling software. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Responsible for the supervision of the Records Clerks.
- Responsible for maintaining records stored in the Departments Records Management System
- Assists Admin Services Commander with duties involving Keeper of the Records, maintaining accurate files of all department records including incident reports, arrest and booking reports, collision reports, other reports and maintaining compliance with Massachusetts General Laws and guidelines as well as records retention laws.
- Provide records to members of the public, insurance companies, attorneys, and others.
- Conduct periodic review and purge of records in accordance with Mass records disposal schedule.
- Complete, correct, and submit monthly NIBRS data. Track data for integrity.
- Submit monies collected in records for licensing and records request to Chiefs Aide.
- Respond to local background checks requested by other Federal, State, local or other agency,
- Compile statistical reports for analysis for the Command Staff.
- Submit monthly collision reports to the Registry of Motor Vehicles.
- Complete monthly false alarm bills for residents and businesses in compliance with the town by-law.
- Assist licensing bureau Commander with firearms applications and entry in to the MIRCS database and various steps in the application process.
- Assists Records Clerks with processing of paperwork for court and other records functions as needed.
- Maintains the department Crash Reporting System and functions as liaison with Registry of Motor Vehicles for this system.

- Iyecrash collision reporting system administrator
- Performs similar or related work as required, directed or as situation dictates._

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's degree in Business Administration or related field. Three to five (3-5) years of general accounting, customer service, or municipal finance, must have 2+ years of supervisory experience; or any equivalent combination of education, training, and experience.

Must have valid Class D Massachusetts drivers' license or be eligible to have a Class D driver's license in Massachusetts.

Knowledge, Ability and Skill:

Knowledge: Knowledge of computers, including networking, data base administration, word processing and spreadsheets. Working knowledge of FBI-Uniform Crime Reporting standards, NIBRS, CJIS, Keystone Information systems, MIRCS, AFIS-R, CJISWEB-SORIS, knowledge of principals, practices of criminal justice systems, including trial courts and law enforcement agencies preferred.

Ability: Ability to maintain effective working relationships with others. Must be accurate, thorough and well organized in working with detailed information; takes initiative to assure timely compliance with deadlines and the resolution of pending matters. Ability to maintain tact and discretion in challenging situations and interactions with employees and the public. Ability to maintain confidential information and to respond quickly to unexpected project with short deadlines or changes in important procedures.

Skill: Strong organizational and interpersonal skills. Strong communication skills; demonstrates a highly proficient use of computers, office automation, and other department specific computer applications, skill in all of the above listed technologies, tools and equipment.

Physical Requirements:

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

This position is works at a desk; moves around inside office to access file cabinets and office machinery; and traverse stairs, occasionally lifts objects weighing up to 25 pounds, such as office equipment, supplies, folders, and books, operates a keyboard and calculator at efficient speed and views computer screen for extended periods of time. Requires the ability to recognize and identify differences between colors, shapes and sounds associated with job-related objects, materials and tasks.

Supervision:

Supervision Scope: Follows established guidelines and procedures in order to perform routine administrative functions.

Supervision Received: Works under the direct supervision of the Commander, Bureau of Administrative Services.

Supervision Given: Supervises 2.5 FTE's doing similar work.

Job Environment:

- Majority of work is performed under typical office conditions; the noise level is moderate.
- Has frequent contact with town department heads, employees, retirees, elected officials, brokers, insurance representatives, vendors and other municipal Personnel/HR departments. Contacts are in person, by telephone and in writing by email, fax or correspondence.
- Has access to confidential employee records.
- Errors could result in delays or loss of service, monetary loss, and legal ramifications.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.