

CITY OF WARRENVILLE

Position Description

Position Title:	Records Supervisor
Department:	Police
Reports to:	Deputy Chief of A & I
Status:	Full-time, Non-Exempt
Positions Supervised:	Records Assistants

Position Summary

Under the direct supervision of the Deputy Chief of Administration and Investigations, this position is responsible for the administration of tasks associated with planning, organizing, staffing, directing, and supervising the daily operations of the police records division, and the Adjudication System. This position is responsible for ensuring compliance with all laws and procedures for the safekeeping of both public and confidential records and correspondence. The person in this position supervises the Records Assistants, may delegate or assign tasks as needed, and works independently within the framework of established policies and procedures.

Essential Job Functions

Supervisory Functions:

- Plan, prioritize, assign, supervise and review the work of employees responsible for providing record maintenance and management services within the police department.
- Create work schedules to ensure front desk operations coverage during open hours.
- Oversee training of Records Assistants and officers on new records procedures.
- Develop plans, set goals and deadlines, and develop procedures to add value and improve operations through increased productivity and enhanced customer service.
- Conduct performance evaluations on all Records employees.
- Work with employees to correct deficiencies; recommend discipline as needed.
- Develop records division procedures, routines, and filing systems as necessary.
- Assess efficiency of division procedures and recommend changes to the Deputy Chief.
- Responsible for Law Enforcement Agencies Data System (L.E.A.D.S.) coordination, validation, and disseminating pertinent information to officers.
- Manages NetRMS, WebRMS and FBR report writing systems to include approving reports, addressing problems and instituting appropriate remedies.
- Oversees responses and ensures compliance of the Freedom of Information Act (FOIA) requests and subpoenas.
- Ensures compliance with all City and department safety procedures. Reports all unsafe conditions and accidents immediately to the Deputy Chief.
- Oversees the submission of the monthly Uniform Crime Report to the Illinois State Police, and other required reports to overseeing agencies.

- Compiles data from a variety of sources and prepares summary reports as directed by higher command, which may involve statistical calculations and tabulations.
- Oversees the racial profiling protocols and data collection.
- Oversees the department's parking and administrative citation program.

Adjudication Functions:

- Acts as Compliance Administrator of the Adjudication System.
- Facilitates administrative adjudication hearings for parking violation disputes.
- Attends meetings and serves as liaison to county and other agencies in matters that pertain to the Adjudication System.

Administrative Functions:

- Serves a dual role of Records Supervisor and Records Assistant to fulfill the required daily tasks.
- Assists with administrative tasks involving records, personnel and budgeting, as requested by the Police Chief or Command staff.
- Reviews records and reports for accuracy, completeness, and conformance to applicable laws, policies, and department standards.
- Assists the public and answers questions by searching files, reports or other records and provides information in accordance with department policies and procedures.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Maintains permanent records, files, and correspondence, and supervises the disposal of records according to state statute.
- Performs a variety of additional tasks related to the maintenance/preparation of court, electronic reporting and citations and adjudication records and documents.
- Enters and updates arrest records, incidents, accident reports, traffic tickets, parking tickets, and other information using a computer terminal. Verifies and cross checks information before entering records. Locates missing data for inclusion and ensures accuracy and completeness of information prior to entering into appropriate records and files.
- Prepares and transmits information to the court for the purpose of assigning court dates. Notifies officers of court dates and prepares records for transmittal to court.
- Attends various meetings or trainings as needed, including DuPage County Records Consortium, LERMI, FOIA and others.
- Receives and allocates payments for adjudication tickets, water bills, parking tickets, dog tag licenses, accident reports, administrative tow fees, and bail bonds.
- May perform matron duties.

Minimum Qualifications

Associates degree in General Studies or a minimum of three years supervisory experience; or any equivalent combination of experience and education that provides the required knowledge, skills, and abilities to perform the job functions.

Required Skills and Competencies

Ability to direct and supervise subordinates in a manner conducive to full productivity and high morale.

Ability to project a professional, courteous and impartial image, and maintain a positive, effective working relationship with other employees and the public.

Ability to effectively communicate verbally with other members of the Department, other City Departments, and the public.

Ability to think quickly, maintain self-control, and adapt to stressful situations.

Ability to apply critical thinking and use good judgement to effectively solve problems.

Ability to compose correspondence and routine reports in a clear and logical manner, utilizing proper grammar, spelling, punctuation, sentence structure and tone.

Considerable knowledge of the law, rules, regulations, policies and procedures pertaining to law enforcement and the ability to interpret and apply them.

Considerable knowledge of modern police reporting, filing methods, and records retention.

Ability and willingness to receive, handle and complete confidential submissions, reports, records and data with honesty, integrity and confidentiality.

Ability to collect, logically organize and analyze information and make appropriate decisions or recommendations within the scope of position responsibilities.

Ability to understand and carry out oral and written directions.

Knowledge of modern office practices, procedures, and equipment.

Ability to learn and apply various complex computer software applications and other functions associated with the division.

Ability to distinguish confidential material and apply department standards for security and privacy.

Ability to acquire knowledge of division operations and procedures.

Ability to organize tasks and documentation, and perform basic mathematical calculations.

Ability to learn, understand, and adhere to all applicable safe work practices and safety policies and procedures of the Police Department and the City.

Perform other duties as required or assigned.

Necessary Special Requirements

Certification as a LEADS Full Access operator by the State of Illinois within sixty days of employment.

Must pass a comprehensive background investigation including a polygraph examination and medical evaluation.

General Information

The above statements are intended to describe the general nature, level of work, and types of duties that may be assigned to individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel. New duties, responsibilities, or skills may be assigned with or without notice.

The City of Warrenville is an Equal Opportunity Employer. All applicants will be considered for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability or any other legally protected status.

Job Safety

In every work environment there are hazards present which may result in an accident or injury. The City of Warrenville strives to reduce this accident potential through safety and loss control programs. It is each employee's responsibility to comply with and adhere to department and City safety procedures and training. Further, employees are encouraged to identify potential risks and hazards to avoid accidents and injuries. These potential risks and hazards should be brought to the attention of an employee's supervisor and the department safety committee so that proper and adequate loss control measures can be put into effect.

All accidents resulting in injuries to employees or damage to public or private property, no matter how significant, must be reported promptly to the employee's supervisor. In no case should this report be submitted later than the end of the current shift during which the accident occurred.

Approved: _____

Supervisor: _____

City Administrator: _____

ESSENTIAL PHYSICAL AND SENSORY JOB ELEMENTS

Frequency of Occurrence

1. Manual Dexterity:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: Ability needed to operate keyboard for typing and extensive data entry utilizing hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

2. Climbing:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

3. Crawling:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

4. Kneeling:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: To obtain supplies or retrieve storage files.

5. Lifting:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: Ability to lift and/or move up to 25 pounds.

6. Running:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

7. Sitting:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: Sitting at work station for a large portion of the day while performing job duties.

8. Standing:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: May need to stand while filing or working at the reception counter.

9. Stooping:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

10. Walking:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: To perform various tasks in the general office area such as retrieving data and other records, photocopying, and delivering messages.

11. Carrying:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

12. Driving:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

13. Listening:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: Needed to understand and respond to all phone calls and front counter inquiries.

14. Visual Acuity	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: Must be able to view computer terminal in order to input and retrieve data as well as for preparation of various records and files for court. Specific vision abilities required by the job include close vision and ability to adjust focus.

15. Verbal Communication:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: To communicate with City officials, staff, and customers in order to answer questions and provide information in person and over the phone.

16. Other	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

Note: 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 under the Americans with Disabilities Act may be made to enable individuals with disabilities to perform essential functions.

CITY OF WARRENVILLE
DU PAGE COUNTY, ILLINOIS

ORDINANCE NO. **O2021-**__

**ORDINANCE ESTABLISHING A REVISED SCHEDULE OF JOB
CLASSIFICATIONS AND AUTHORIZED STRENGTH**

WHEREAS, the Mayor and City Council believe and hereby declare that it is in the best interests of the City to revise, by ordinance, the Fiscal Year 2022 staffing levels for various City job classifications, effective December 6, 2021;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WARRENVILLE, DU PAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: That the recitals set forth hereinabove shall be and hereby adopted as findings of fact as if said recitals were fully set forth within this Section One.

SECTION TWO: Appendix A, attached hereto, and made a part hereof, shall be and is hereby approved and shall apply to all employees of the City until amended by a subsequent duly authorized ordinance.

SECTION THREE: Any ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of the conflict.

SECTION FOUR: That this ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED AND APPROVED this _____ day of _____, 2021.

AYE:

NAY:

ABSENT:

Mayor

ATTEST:

City Clerk

APPENDIX A

**CITY OF WARRENVILLE
FISCAL YEAR 2022
SCHEDULE OF JOB CLASSIFICATIONS
AND AUTHORIZED PERSONNEL STRENGTH
Effective 12/6/2021**

FLSA STATUS	JOB CLASSIFICATION	AUTHORIZED STRENGTH
<u>Administrative</u>		
Hourly	Accounting Clerk I	1
Hourly	Police Records Assistant ¹	2
<u>Front Line Operations</u>		
Hourly	Accounting Clerk II - Accounts Payable	1
Hourly	Accounting Clerk II - Utility Billing	1
Hourly	Sewer Utility Worker ^(U)	2
Hourly	Community Service Officer/Animal Control Officer	1
Hourly	Community Service Technician	1
Hourly	Community Service Officer	1
Hourly	Administrative Assistant	3
Hourly	Street Division Worker ^(U)	5
Hourly	Water Utility Worker ^(U)	4
<u>Technical Professional III</u>		
Hourly	Executive Assistant/Deputy Clerk	1
Hourly	Records Supervisor ²	1
Exempt	Administrative Services Coordinator	1
Exempt	Civil Engineer	1
Hourly	Police Officer ^(U)	24
Exempt	Planner I/GIS Technician	1
<u>Technical Professional II</u>		
Hourly	Building Inspector	1
Exempt	Management Analyst	1
<u>Technical Professional I</u>		
Hourly	Fleet Management Technician	1
Hourly	Street Division Crew Leader	1
Hourly	Facilities Maintenance Lead Supervisor	1
Hourly	Utility Division Crew Leader ²	1
Exempt	Senior Accountant	1

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AND AUTHORIZED PERSONNEL STRENGTH
Effective 12/6/2021

Supervisory III

Hourly	Sergeant ^(U)	5
Exempt	Chief Code Official	1
Exempt	Senior Civil Engineer	1

Supervisory II

Exempt	Utility Maintenance Superintendent	1
Exempt	Capital Maintenance Superintendent	1

Supervisory I

Exempt	Assistant Community Development Director	1
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Command Staff

Exempt	Deputy Chief of Police	2
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Executive III - All Departments

Exempt	Director of Finance	1
Exempt	Assistant City Administrator	1

Executive II - All Departments

Exempt	Chief of Police	1
Exempt	Director of Community and Economic Development	1
Exempt	Public Works Director	1

Executive I - All Departments

Exempt	City Administrator	1
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Total Authorized Full Time	76
Increase/(Decrease) from Previous	0

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FISCAL YEAR 2022
SCHEDULE OF JOB CLASSIFICATIONS
AND AUTHORIZED PERSONNEL STRENGTH
Effective 12/6/2021

Part-Time - All Departments

Hourly	Audio Visual Technician	2
Hourly	Code Enforcement Officer	1
Hourly	Crossing Guard	8
Hourly	EMA Coordinator	1
Hourly	EMA Assistant Coordinator	1
Hourly	Engineering/Stormwater Intern	1
Hourly	Inspector (Electrical and Plumbing)	4
Hourly	Part-Time Police Officer	1
Hourly	Temporary Senior Planner	1
Hourly	Temporary Seasonal Laborer	2
	Total Part Time	22
	Net Increase/(Decrease) from Previous	0

Notes:

- (U) = Union Position
- (1) = Reflects reduction of one (1) full-time Records Assistant
- (2) = Reflects addition of one (1) full-time Records Supervisor