



CLASS TITLE | POLICE RECORDS SUPERVISOR

PAY GRADE: EX-32 | www.cityoftulsa.org/pay

Effective Date: 04/09/2025

CLASS CODE: 1163

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for coordinating the work of obtaining, storing, retrieving and reporting of police records; establishes, monitors, and evaluates quality control standards to make recommendations for areas of improvement and form best practices; supervises and trains staff; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Supervises and coordinates the work of obtaining, storing, retrieving, and reporting of information related to criminal records and stolen merchandise
- Assigns, supervises, and evaluates the work and schedule of subordinate personnel
- Reviews individual records to verify the accuracy of the information entered into the for records system
- Searches for missing files or warrants
- Establishes and monitors quality control standards to ensure the integrity police records system data
- Monitors data input statistics to improve the quality of stored criminal justice records
- Balances and sums the daily cash receipts
- Handles the disposition of exceptional or difficult assignments
- Maintains necessary quantities of material and supplies for use in the Police Records Division
- Evaluates the effectiveness of current operations, policies and procedures and makes recommendations for improvement
- Trains employees in the proper use of forms, data entry equipment, and public contact procedures
- Prepares correspondence and reports
- Maintains equipment and troubleshoots equipment malfunctions
- Must report to work on a regular or timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and,**
- (b) Six (6) years of records management experience; **including,**
- (c) Two (2) years of supervisory experience in an office environment

PAY INCREASE OPPORTUNITIES

Employee will be eligible for the following proficiency increase opportunities upon completion of all criteria as described below.

Increase Opportunity #1

- A one step increase upon completion of thirty (30) credit hours from an accredited college or university; **and,**
- Six (6) months' employment in the position

Increase Opportunity #2

- A one step increase upon completion of sixty (60) credit hours from an accredited college or university; **and,**
- One (1) year of employment in the position

Knowledge, Abilities and Skills:

Knowledge of:

- Procedures used in the storage and retrieval of confidential information
- Staffing, planning, and people management

Ability to:

- Assign, coordinate, and supervise the work of employees engaged in records keeping
- Maintain complete and accurate records and reports
- Understand and interpret laws and policies concerning police records
- Train employees
- Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate internal and external customers
- Exercise discretion and maintain confidentiality

Skill in:

- Verbal and written communication
- The use of computers and various software including word processing, spreadsheets and operating systems
- Teamwork, motivational skills, Conflict resolution
- Organizing
- Communicating across a diverse group of internal and external customers professionally



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Physical Requirements: Physical requirements include arm and hand dexterity enough to hand write information and operate a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing up to 5 pounds; may be subject to extended periods of sitting, walking, standing; bending, kneeling, handling, feeling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- (a) Possession of a valid Oklahoma Class "D" Driver license; **and,**
- (b) Must be able to pass a background screening and complete an annual Criminal Justice Information Service Training (CJIS)

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires shift work and may be required to work overtime.

EEO Code: E-01

Group: Public Safety

Series: Public Safety Technical