



Records Support Specialist

Minimum Salary: **\$4,012.00 per month**

Maximum Salary: **\$5,116.00 per month**

Posted Date: **September 21, 2016**

Open until filled. (Open to current employees and the general public.)

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Job Summary

Are you looking for exciting work challenges and a great work environment? Then think about joining our team! The City of Issaquah is seeking a reliable, dedicated individual to fill the position of Records Support Specialist in the Issaquah Police Department. This position provides crucial support to on-the-ground law enforcement, including maintaining officer reports, filing documents for prosecution of criminals, and serving as a substitute emergency dispatcher. We are looking for someone with integrity, can adapt to changing laws and technology, is self-motivated, cohesive and displays initiative.

Essential Job Functions

- Accesses police records management system and enters calls for service
- Performs data entry to update case reports, miscellaneous reports, and other forms generated by police officers
- Works closely with citizens at front window, manages lobby traffic
- Processes requests for copies of reports from citizens, insurance companies, attorneys and outside agencies including processing public records requests
- Collects and accounts for money from the front window; makes out receipts
- Processes firearms background checks for gun transfers, CPL's and evidence release accessing multiple data bases
- Processes jail visitor requests
- Files pertinent documents for criminal prosecution with appropriate legal agencies
- Assists with crime statistics / NIBRS
- Processes requests for 911 recordings and police radio traffic recordings
- Processes department video requests
- Responsible for all city incoming mail and department faxes
- Assist with department records retention and destruction
- Supports corrections officers, dispatchers, administrative staff and police officers

Qualifications

Education and Experience

- High school diploma or G.E.D. and one year of records keeping experience, preferably in a police agency.

- Successful completion of the Basic Dispatcher Course as administered by the Criminal Justice Training Commission (or comparable).
- Experience as a dispatcher or responder in a public safety agency highly desired.
- Any other combination of education and experience which would provide the applicant with the necessary knowledge, skills, and abilities required to perform the work will be considered.

Licenses and Certifications

- Successful completion of ACCESS certification training course (Level II).
- No felony or repeat misdemeanor convictions, including repeat traffic offenses. Candidates will be required to undergo a criminal background investigation.
- Valid WA state driver's license with driving record free of frequent or serious violations.

How to Apply

For more information and to apply, visit GovJobsToday.com!