



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	y
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	N

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Police Department Records Manager

DEPARTMENT: Police Department

POSITION SUMMARY:

Reports to: Chief of Police or designee

The Records Section of the Police Department works under the supervision of the Chief of Police or their designee. All duties and tasks assigned must be completed in an effective, efficient and tactful manner. Records Managers working for the Swinomish Police Department have a broad range of clerical responsibilities in support of the mission of the Police Department. The work involves considerable responsibility for accuracy, confidentiality, and the ability to comply with a wide variety of legal and ethical mandates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Extensive computer data entry on a variety of different computer platforms
- Receptionist duties greeting and assisting visitors to the Police Department
- Compilation of statistics and other data for crime reporting and other purposes
- Administration and monitoring of grants and grant funds
- Recordkeeping for the purpose of maintaining access to federal, state and local databases by Police Department employees.
- Process Police reports and prepare them for use by other agencies.
- Liaison with the Federal, State and local Prosecutors' offices and courts
- Provide secretarial support to the Police Department Administration

- Operate various communication systems (phone, paging, instant message, text, etc.) to facilitate getting messages to Police Department staff
- Provide support for Swinomish and Skagit Court staff as needed with records and data requests

MINIMUM QUALIFICATIONS

- Must have an Associate of Arts Degree or at least 60 College Units. (This requirement may be waived by the Chief of Police based upon prior training and / or experience)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent oral and written communication skills.
- Requisite experience with procurement, use, and management of office equipment and computers.
- Experience in established effective working relationships with diverse groups and individuals.
- Able to pass a thorough background and polygraph examination
- Ability to type 65 words per minute accurately
- Ability to work varied hours as the need arises
- Ability to deal with the public in a courteous and tactful manner in sometimes difficult social situations
- Thorough knowledge of the functioning of Federal, State and Local courts
- Must possess a valid Washington State Driver’s License

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in an office environment.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Police Dept. Records Manager is considered to be a “standard” hours position, eligible for compensatory time. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____