

The City of Boulder is accepting applications for **POLICE RECORD SPECIALIST**

This position presents an exciting opportunity to fulfill the department mission of partnering with the community to provide service and safety. If you have great attention to detail, can excel in a fast-paced environment while delivering excellent customer service, and want to be part of a great team, please apply.

\$1,000 bonus upon successful completion of training program!

Starting salary is \$18.50 per hour, and applicants with relevant law enforcement experience may qualify for an increase in starting pay.

The salary range for this position is \$18.50 to \$29.61 per/hour.

OVERVIEW

The Police Records Specialist supports the Police Department's mission through provision of information, report processing and problem solving services. In providing service to the public, the Police Department divisions and other law enforcement agencies, you will be a part of a highly efficient team. Working with confidential and sensitive information, you will assist in retrieval, analysis and maintenance of information from national, state and local law enforcement databases; manage, maintain and release official police records in compliance with open records laws, including the Colorado Criminal Justice Records Act.

COMPETENCIES

- Organization & attention to detail
- Record keeping and reporting
- Basic math skills
- Accurate data entry & retrieval
- Resiliency & adaptability
- Learning and adhering to policies & procedures
- Administrative & customer service
- Typing 35 wpm
- Meeting confidential requirements while exercising discretion
- Prioritizing tasks & goals
- Working in a team environment
- Editing, proofreading and grammar
- Efficiently handling multiple simultaneous demands

REQUIREMENTS

Required: High school diploma or equivalent. Demonstrated reliable work history to include a minimum of two years administrative customer service experience. Familiarity with word processing, spreadsheet and database software packages. Type 35 words per minute. An interest in working with the public, law enforcement professionals, and department and city staff in person, by telephone and/or email. Acceptable background, including criminal history and motor vehicle record.

Desired: College course work or degree in a related area. Previous work experience in law enforcement records. Experience with automated query systems, law enforcement records management systems, or computer aided dispatch systems. Bilingual (English/Spanish).

For more information, or to apply, please go to
<https://bouldercolorado.gov/human-resources/city-jobs>