

City of Boulder Invites Applications For Police Records Specialist



Testing: Week of September 26

Interviews: Week of October 17

By working with the community to provide service and safety, this position represents an exciting opportunity. If you have great attention to detail and are able to excel in a fast-paced environment while delivering excellent customer service, please [click on the link](#) to apply by **September 11th, 2016**. The expected start date for this position is **January 2017**.

● Hiring Salary \$17.80 ●

● Work in a 24 hour a day, 7 days a week environment ●

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 (CCJRA).

Competencies

The ideal candidate will be skilled in...

- Organization/attention to detail
- Record keeping and reporting
- Accurate data entry & retrieval
- Resilience & Adaptability
- Ability to learn and adhere to policies & procedures
- Administrative & customer service
- Type 35 wpm & possess basic math skills
- Ability to meet confidential requirements & exercise discretion
- Prioritizing tasks & goals
- Working in a team environment
- Editing, proofreading and grammar
- Efficiently handling multiple demands simultaneously

Requirements

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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. An interest in working with the public, law enforcement professionals, and city staff in person, by telephone and email. Must have an 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).