



City of Milpitas

We invite applications for the position of: Police Records Supervisor

Annual Salary Range: \$85,689.76 – \$104,156.26

Post Date: **March 25, 2019**

Close Date: **Until Filled**

Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers.](#)"

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

The Opportunity

The Police Records Supervisor will supervise, schedule, coordinate, and participate in the record activities of the Police Department. This position receives direction from the Captain assigned to Technical services and will oversee staff that provides clerical assistance to the department.

What You Will Do

Duties may include, but are not limited to the following:

- Supervise, schedule, and coordinate activities of the records unit.
- Coordinate document/information releases to internal and external customers and be responsible for legal compliance with federal, state, and local laws pertaining to such releases.
- Administer the department's computerized Records Management System (RMS).
- Develop and implement operational policies and procedures for the Records section.
- Ensure compliance with new laws, policies and procedures; keep staff informed of changes in laws and other agency requirements.
- Oversee proper procedures relative to assigned operations including the areas of warrants, prisoner transportation and due diligence.



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- Train new personnel and prepare annual evaluations of assigned staff. Initiate and recommend disciplinary action.
 - Research, collect data, and prepare a variety of statistical and written reports and required.
 - Assist department personnel, other agencies and the public in person and on the phone by performing record checks, issuing permits and collecting fees, receiving reports and complaints from citizens and balance a cash drawer.
 - Oversee department payroll and related reports. Process paperwork for department personnel changes, maintain records and prepare related reports of overtime, vacation, and sick leave.

Experience and Education

Equivalent to completion of the twelfth grade. Complete course work from a business college is highly desirable.

Three (3) years of increasingly responsible clerical experience of which one year must be in a law enforcement agency.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Milpitas Police Officer Association bargaining group. Benefits Information is available online at:



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<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

http://www.ci.milpitas.ca.gov/_pdfs/hr_mou_poa.pdf

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.