

Olathe Police Department Police Records Technician



The Olathe Police Department Records Technician is a full-time position with a full benefit package. This position performs a variety of duties and responsibilities with police records; compiles and maintains various records in the Police Department and provides telephone support for the department and the public. As a Town employee, you are a representative of the Town; maintaining a professional appearance and treating community residents with courtesy is expected.

SUPERVISION RECEIVED: Reports to Olathe Police Chief

JOB REQUIREMENTS:

- High School graduate or equivalent
- Possess and maintain valid driver's license
- Must be able to pass a complete background check and drug test
- CORA, CCIC/NCIC, and CCRN certifications, or be able to obtain within six months of hire

WAGE: \$19.00 - \$21.00 hourly DOE

BENEFITS: 10 paid holidays, health, dental and vision insurance, life insurance, 401(a), optional 457, and paid vacation and sick time.

GENERAL LIST OF DUTIES: The following list does not cover or contain a comprehensive list of duties or responsibilities that are required of this position; and may change at any time with or without notice.

- Provide customer service to public, and assist officers, supervisors, staff, and outside agencies.
- Provide records releases according to the Colorado Open Records Act (CORA), adhering to CORA law.
- Perform records maintenance for Incident Reports, scan and disseminate reports to proper entities. Process supplements and enter and validate the National Incident Based Reporting System (NIBRS)
- Relay data to District Attorney and Municipal Court
- Scan and enter evidence in database
- Sex offender registration
- Conduct warrant entry and validations, and complete court ordered sealings and expungements
- Perform VIN inspections
- Produce statistical reports
- Check and order office supplies, and create traffic ticket books and tracking logs
- Coordinate new officer hires with HR Department and order new officer uniforms

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential daily functions. This position requires frequent lifting, carrying, walking, standing, kneeling, crouching, climb or balance with the ability to lift up to 30 pounds. Hand/eye coordination for computer use, vision for writing reports and data entry, hearing and listening to communicate with others and frequent speech communication. This position is subject to sitting for long periods of time and has occasional dealings with stressful situations and angered individuals.

Signature of applicant

Date