



Mount Rainier Police Department

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Anthony Morgan
Chief of Police
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JOB OPPORTUNITY- RECORDS MANAGER *Continuous Advertisement– Internal/External Advertisement*

The Mount Rainier Police Department has an immediate opening Police Records Manager.

Under general direction, assigns, reviews and participates in the work of staff responsible for the management and operations of the Police Department's Records Unit including arrests, booking and criminal history records; ensures work quality and adherence to established policies and procedures; serves as system administrator for the Department's records management system (RMS); and performs the more technical and complex tasks relative to assigned area of responsibility.

THE IDEAL CANDIDATE

Has a strong police records background

Demonstrates through actions a strong customer service work ethic

Encourages teamwork, and is able to work collaboratively with others

Continuously looks for ways to streamline and operate efficiently

Can change priorities quickly, identify and resolve problems and make sound decisions

Thrives in a fast-paced environment, handling multiple tasks simultaneously, while making logical decisions and meeting deadlines

EXAMPLES OF DUTIES

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

Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for the daily operations and activities of law enforcement records management.

Serve as system administrator for a variety of records management and intelligence databases and systems; configure and install system components; assign police employee privileges; recommend system enhancements; coordinate and resolve software problems with vendors.

Establish schedules and methods for providing records management services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly. Coordinate, manage, and oversee the data entry of reports and information into various databases and systems;

ensure accuracy and integrity of data entered; design and develop a variety of system reports.

Generate and prepare local, state, and federally mandated Uniform Crime Reports on a weekly, monthly, quarterly, or annual basis as required; comply with all monthly federal submission requirements in a timely manner; prepare year-end statistical reports.

Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.

Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.

MINIMUM QUALIFICATIONS

A combination of education, training and experience equivalent to the completion of the twelfth grade supplemented by two years of college level course work in law enforcement, public administration or a related field and five years of records management experience. Must be proficient with Microsoft office.

Salary: \$65,000.