

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
  
(DaNell Sexton) Vacant effective 11/01/18  
  
Work Phone: 608-266-4371
2. Class Title (i.e. payroll title):  
  
Police Records Supervisor
3. Working Title (if any):  
  
Police Records Supervisor
4. Name & Class of First-Line Supervisor:  
  
Julie Laundrie, Records Custodian  
Work Phone: 608-266-6068
5. Department, Division & Section:  
  
Madison Police Department  
Records Section  
Records Unit
6. Work Address:  
  
211 S. Carroll St  
Madison, WI 53703
7. Hours/Week: 38.75  
  
Start time: 0800            End time: 1630
8. Date of hire in this position:  
  
ASAP after 11/01/18
9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

This is responsible supervisory and administrative work in the development and implementation of the Police Department's Records Unit. As the unit supervisor, the employee will hire, train, assign, direct, evaluate and discipline subordinate administrative and clerical staff of the Records Unit. The Records Supervisor will develop, implement, and maintain procedures and systems related to the processing of public records requests, background checks, fingerprint services, clearance letters and other related duties. Work is performed within established guidelines and under the general supervision of the Police Records Custodian.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 30%    A. Supervise Police Records Unit Personnel
1. Interview and hire staff according to guidelines established by the Department.
  2. Develop training materials, train and orient Records personnel on related operating procedures, administrative requirements, etc.

3. Evaluate staff performance and develop approaches to improve performance when necessary.
4. Coordinate staff schedules, maintain attendance records and perform related payroll functions.
5. Provide consultation and direction on the more complex and/or judgmental aspects of the work.
6. Ensure that the staff is following policy, procedure and city APM's.
7. Provide leadership and support for the unit.

25% C. Customer Service functions

1. Manage and coordinate the daily activities of the customer service staff.
2. Address issues and find solutions for records needs within the records management system and related departmental systems and applications.
3. Oversee, develop and implement processes for public records requests, and background checks, fingerprint services, clearance letters, certified letters, and other applicable customer service functions.
4. Manage the daily cash receipts and billing.
5. Review any records security issues such as; access to records, release by staff, errors, etc. and inform the Records Custodian of issues.
6. Support staff and address as needed difficult customers either on the phone or at the customer service counter.

40% D. Public Records

1. Review open records requests (paper or electronic) and determine if the record(s) can be released by applying the balancing test and redacting as necessary.
2. Review and release records to other law enforcement agencies following established departmental procedures.
3. Maintain knowledge of WI Open Records Law and attend scheduled meetings with other records custodians.
4. Maintain the public records log.
5. Oversee the destruction process of confidential information/records.
6. Oversee the retention of all records stored within the Records unit.

5% E. Miscellaneous Responsibilities

1. Maintain a working knowledge of all of Units within the Records Section and perform basic supervisory duties for employees in the absence of other Unit Supervisors.
2. Perform other related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of computer systems, and multiple software applications for the centralized management of records. Ability to provide leadership to unit personnel; hire, train, assign, document and evaluate work performance, and otherwise perform the full range of first-line supervisory responsibilities. Ability to communicate effectively both orally and in writing. Ability to manage multiple projects simultaneously, often under strict deadlines. Ability to obtain certifications necessary for the position. Ability to exercise judgment and discretion. Ability to prepare accurate documentation for all related activities. Ability to establish and maintain effective working relationships. Ability to maintain adequate attendance.

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13. Special tools and equipment required:

Ability to learn, use and navigate a variety of software programs.

14. Required licenses and/or registration:

Must be able to obtain TIME certification  
Successfully complete Public records training

15. Physical requirements:

Work in this position is primarily sedentary, requiring the ability to sit/stand at a desk, work on a computer and use a monitor for extended periods of time under varied and occasionally stressful situations.

16. Supervision received (level and type):

Work is performed under the general supervision of the Records Custodian

17. Leadership Responsibilities:

This position:        is responsible for supervisory activities (Supervisory Analysis Form attached).  
                              has no leadership responsibility.  
                              provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

   I prepared this form and believe that it accurately describes my position.  
    I have been provided with this description of my assignment by my supervisor.  
    Other comments (see attached).

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EMPLOYEE

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DATE

19. Supervisor Statement:

   I have prepared this form and believe that it accurately describes this position.  
    I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.  
    I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).  
    I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).  
    Other comments (see attached).

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SUPERVISOR

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DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.