

City of Ithaca
Office of Human Resources / Civil Service

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INTERNAL POSTING
PERMANENT EMPLOYEES ONLY

TITLE: Police Records Supervisor
LOCATION: City of Ithaca - Police Department
SALARY: \$44,179, with subsequent step increases to \$55,223

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

POSITION DESCRIPTION: The work involves responsibility for supervising and participating in the input, management, and dissemination of sensitive and confidential police records, including police reports, medical records, use of force reports, and mental health forms. The incumbent provides working supervision and training to Data Entry Specialists engaged in these functions. The Police Records Supervisor is also responsible for preparing and maintaining a variety of records and data related to departmental activity. The Police Records Supervisor may also be assigned responsibility for related activities and functions of the Records Division that can be appropriately handled by civilian personnel. The work is performed under the general supervision of a Police Sergeant or other supervisory law enforcement officer in accordance with well-established office procedures, with leeway allowed to exercise independent judgment in carrying out the details of the work. Supervision as a lead worker is exercised over Data Entry Specialists; full supervision is exercised in the absence of superiors. Does related work as required.

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed in the competitive class as a Data Entry Specialist with the City of Ithaca Police Department, and must have served continuously on a permanent basis as a Data Entry Specialist with the City of Ithaca Police Department for at least twenty-four (24) months immediately preceding the date of application.

RESIDENCY REQUIREMENTS: There are no residency requirements for this position.

APPOINTMENT STATUS AND EXAM REQUIREMENT: This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by July 27, 2022:

City of Ithaca
Human Resources Department
Web site: <https://ithaca-portal.mycivilservice.com>



The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

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