

WINSTON-SALEM POLICE DEPARTMENT
Winston-Salem, North Carolina

An Internationally Accredited Law Enforcement Agency

POLICE RECORDS SPECIALIST

Starting Salary: \$25,970.25

\$0.65 per hour shift differential for scheduled evening and midnight shifts.

Work Schedule: Rotating Shifts

Applications for the position of Police Records Specialist are accepted when vacancies occur. The application process and a job description follow:



STAGES OF THE APPLICATION PROCESS:

1. Submission of City Application (*Initial Application*) & Typing Test (*Through Human Resources Office*)
2. Review of Application by Winston-Salem Police Department Recruiting Personnel
3. Telephone Screener/ Interview
(*Applicants who meet minimum qualifications will proceed to the next stage*)
4. Pre-Conditional Offer of Employment Testing
 - Oral Interview
 - Multi Domain Screener
5. Background Investigation
6. Conditional Offer of Employment
7. Post-Conditional Offer of Employment Testing
 - Drug Screening
 - Medical Examination
 - Polygraph Examination
 - Suitability Interview
8. Final Offer of Employment to Selected Applicants

JOB DESCRIPTION:

Under regular supervision, performs responsible technical work in developing and validating the police database; responsible for complex coding and researching all records maintained; prepares, researches and maintains complex data and records; conducts analysis of incident data; assists in the preparation of special reports; verifies complex data; works in conjunction with all local, state, and national law enforcement agencies on wanted and missing persons, stolen or recovered property and criminal history information; operates and enters files into the N.C.I.C. and D.C.I. computer systems; may be required to prepare clear, comprehensive reports from information obtained directly from officers or citizens over the telephone or in person; responsible for issuing and return of parking tickets, warning tickets and citations; responsible for disbursement and accountability of two petty cash funds; assists the public with information requests related to all files maintained;

completes requests by court personnel, attorneys, insurance companies, social service agencies and local businesses regarding police activity; supports enforcement and administrative departmental personnel by attaining and researching information maintained in various governmental databases; creates and uses information stored in a variety of media including microfilm, microfiche and scanned images. This position is 'non-exempt' and is eligible for overtime pay.

QUALIFICATIONS:

Any combination of education and experience equivalent to a high school diploma and experience with database, word processing and spreadsheet computer applications. Ability to type accurately at 40 w.p.m. on City-sponsored typing test which must be scheduled by the applicant before the closing date.

PHYSICAL REQUIREMENTS:

Must be able to lift or move up to 25 lbs and maneuver consistently within the office area and be able to work with small and large objects; must possess excellent communication skills and functionally normal hearing. This position will work indoors and may be exposed to repetitive motion/operations and long periods of sitting.

SPECIAL REQUIREMENTS:

Possession of a valid North Carolina driver's license and certification by the Division of Criminal Information. Applicant will be required to obtain and maintain valid Division of Criminal Information Certification.

TRAINING:

- Division of Criminal Information Certification (DCI)
- Job related computer application and records management

All Training Provided by the Agency

If you meet these qualifications and are interested in working for a professional, innovative, and progressive law enforcement agency, please contact the Recruiting Unit at (336)773-7925 or toll free at 1-877-777-WSPD. **You may apply online or in person.**

Visit our award winning website at <http://www.wspd.org>

Police Recruiting Office
Public Safety Center
725 North Cherry Street
Winston-Salem, North Carolina 27102-1707

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