WINSTON-SALEM POLICE DEPARTMENT
Winston-Salem, North Carolina

An Internationally Accredited Law Enforcement Agency

POLICE RECORDS SPECIALIST

Starting Salary: $34,081.00

$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)
2. Review of Application by Winston-Salem Police Department Recruiting Personnel (Applicants who meet minimum qualifications will proceed to the next stage)
3. Completion of Application Package
4. Pre-Conditional Offer of Employment Testing
   • Typing Test
   • 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.

**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 wpm.

**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 drivers 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 also e-mail the Recruiting Unit at the following:

RECRUIT@WSPD.ORG
Police Recruiting Office
Public Safety Center
725 North Cherry Street
Winston-Salem, North Carolina 27102-1707

Visit our award winning web site at http://www.wspd.org

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