



Job Vacancy

Class Title:	Records Manager/Terminal Agency Coordinator
Salary:	\$20.82 - \$31.23 (hourly)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

PURPOSE

Under the supervision of the Support Services Lieutenant, reviews and coordinates the day-to-day activities of the Department's Records Unit, including managing the maintenance, retrieval, protection, retention, and destruction of all police records; ensures the work quality of subordinates and adherence to established policies and procedures. This position serves as the department's Terminal Agency Coordinator (TAC). This role is responsible for ensuring the agency's compliance with federal, state, and local regulations.

ESSENTIAL FUNCTIONS

Maintains and oversees the Records Management System (RMS) as it relates to Central Records to ensure proper access, use, storage, and disposal of records.

Trains, schedules, and evaluates the records staff and GCIC operators.

Oversees and maintains an accurate computerized inventory of documents at the records unit pertaining to storage, life cycle, retention, classification, identification, destruction dates, and shredding of records.

Supports and provides public records requests in compliance with the GA Open Records Act and City Policy.

Performs a variety of administrative and supervisory duties. Strict guidelines and regulations contribute to the complexity of this position.

Creates and submits monthly documentation to the National Incident-Based Reporting System (NIBRS).

Serves as the department's Terminal Agency Coordinator; ensures departmental compliance with GCIC regulations.

Performs background checks for new hires and maintains training roster for the agency.

Responsible for state and federal audits of the police department. Responsible for reporting criminal justice information misuse and/or violations to the GBI.

Processes expungements for criminal record restrictions.

Records Manager/Terminal Agency Coordinator

Provides staff assistance to the Support Services Lieutenant; performs special assignments, tasks and projects as assigned; prepares and presents staff reports and other correspondence.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of records management; incorporates new developments as appropriate into programs.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or GED (associate or bachelor's degree preferred); supplemented by two years of experience as an agency TAC or GCIC Records technician.

Supervisory experience is preferred.

Specialized training or formal education in automated systems, police records, administration, and data processing are desirable.

Knowledge of federal, state, and local laws governing records retention and dissemination

Knowledge of GBI policies, NIBRS rules, GCIC guidelines, along with general law enforcement procedures and practices are essential.

Ability to pass a comprehensive background investigation and obtain CJIS clearance.

LICENSES AND CERTIFICATIONS

Possession of a valid Georgia Class C driver's license.

CJIS Network Operator Certification (GCIC)

Terminal Agency Coordinator Certification (TAC)

PHYSICAL DEMANDS

The work is typically performed in an office where the employee is intermittently sitting, standing, walking, bending, crouching, or stooping.

WORK ENVIRONMENT

The work is regularly performed without exposure to adverse environmental conditions.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.