

## CITY OF FAIRMONT POSITION DESCRIPTION

### RECORDS & EVIDENCE TECHNICIAN

**DEPARTMENT:** Police  
**FLSA CLASSIFICATION:** Non-Union, Non-Exempt  
**REPORTS TO:** Police Captain  
**SUPERVISES:** None

**DEFINITION:**

Under the supervision of the Police Captain, the Records & Evidence Technician performs complex clerical assignments to maintain police files, records, and evidence. This position will present a professional, assuring attitude to the public both in person and by telephone.

*To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.*

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Records all information regarding complaints, calls, incidents, accidents, and criminal offenses in the records management system.
- Processes and reviews Firearms Permit to Purchase applications to ensure compliance with applicable laws and regulations.
- Maintains the department's records management system.
- Reviews reports for accuracy, compiles case files, and distributes information to the appropriate requestor. Completes required criminal justice reports and files required information with the State.
- Provide high-level customer service to citizens and criminal justice partners.
- Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records, and indexes using moderate independent judgment. Transcribes case records. Expedites and manages flow of information between other criminal justice partners.
- Completes and processes data requests in accordance with Minnesota Statutes, as well as City and Departmental Policies.
- Receives, records, and manages all evidence process matters including evidence room maintenance.
- Transcribes interviews or other forms of evidence as needed.
- Completes routine departmental administrative tasks as required.
- Conducts audit of evidence room in accordance with practice and policy.
- Performs other duties and activities as assigned.

**EQUIPMENT USED:**

- Computer
- Phone
- Standard office clerical equipment

**REQUIRED KNOWLEDGE AND ABILITIES:**

- Knowledge of use of court database E-filing process.
- Knowledge of Federal UCR guidelines, State Statutes, offense codes, City Ordinances and Departmental policies and procedures.
- Ability to understand the various confidential aspects of government data, including previous experience working with or an understanding of the Minnesota Data Practices Act.

- Ability to maintain confidentiality regarding department activities.
- Ability to handle stressful situations and offensive subject matter in a professional manner.
- Ability to communicate effectively orally and in writing.
- Excellent written and verbal communication skills.

**MINIMUM QUALIFICATIONS:**

- Must be 18 years of age.
- High school diploma or its equivalent.
- General knowledge of Windows-based computer programs and ability to learn and utilize computer-based records management system.

**PREFERRED QUALIFICATIONS:**

- Associate Degree in office management, record keeping, or related field.
- Previous experience working in an office setting and working with members of the public.
- Previous experience working within the criminal justice system or any element of governmental service at the municipal, county, state or federal level.

**CONDITIONS OF EMPLOYMENT:**

- Must satisfactorily pass a criminal background examination. No felony convictions or certain misdemeanor/gross misdemeanor convictions.
- Must be able to obtain and hold Criminal History Records Management System Certification, NICS certifications and GPBC certification within 60 days of start of employment.
- Current certifications for BCA access to MINCIS/NCIC/CJIS/CJIN or obtain certification within 60 days of start of employment.
- Certified as a notary public in the state of Minnesota.

**WORK SCHEDULE:**

The typical work hours for this position are 8:00 a.m. to 4:30 p.m., Monday-Friday. Additional hours may be required for attendance at other meetings, assignments, or events as necessary.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside in an office.

Activities that will **occur continuously**, 5-8 hours: sitting, verbal communication, hearing, repetitive motions, problem solving, written communication, interpersonal skills, and standing.

Activities that **occur occasionally**, up to 2 hours: walking, lifting, carrying, reaching, hand/eye/foot coordination

Activities that **occur infrequently**, less than 1 hour: bending; stooping; kneeling; reaching at, above, and below shoulder level with the right, left, and both shoulders; and lifting and carrying up to 24 pounds.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Fairmont.

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Employee Signature

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Printed Name

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Date