Job Vacancy

Class Title:	TAC/GCIC Records 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.*

JOB SUMMARY

Under general supervision, this position manages the day-to-day operations of the Department's Records Division, overseeing the maintenance, retrieval, protection, retention, and destruction of all police records. This role serves as the agency's Terminal Agency Coordinator, ensuring compliance with GCIC/NCIC procedures and audits, responding to records requests and subpoenas, and maintaining the department's records management system.

ESSENTIAL FUNCTIONS

Maintains records management system including digital data to ensure proper use, storage, and disposal of records.

Ensures accuracy, authenticity, and quality of records produced from scanning and filming.

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.

Maintains inventory of equipment and supplies.

Corresponds in person, in writing, or by phone when a request for records is received; responds to subpoenas for department records; consults with the City Attorney, District Attorney's Office, and Department of Justice as needed; researches Public Records Act laws relating to criminal records and case law to determine authority to release or deny request for records; appears in court on behalf of the department as required.

Provides a variety of analytical and statistical reports and correspondence on operations and activities.

Remains current on laws, GCIC/NCIC, procedures, and practices pertaining to the retention and disposition of public records.

Uses and trains others to use a variety of technical equipment including multiple scanners, archive writers, and computer disc burners.

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

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.

Oversees the GCIC/NCIC procedures and responsible for the successful completion or required audits, warrant procedures and implementation.

Serves as the Terminal Agency Coordinator.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or GED (bachelor's degree preferred); supplemented by three years police records management experience, and two years experience as an agency TAC.

LICENSES AND CERTIFICATIONS

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

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.