

# POLICE RECORDS SPECIALIST I

Recruitment #1811-2333PD-001

<b>List Type</b>	Original
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	1/11/2019 08:00:00 AM
<b>Filing Deadline</b>	2/1/2019 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

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## INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

## PURPOSE

Under the direction of the Police Records Manager and Police Records Supervisor, the Police Records Specialist I will serve as a key subject matter expert in the classification and coding of crime reports processed by the Milwaukee Police Department (MPD) and reported to the State of Wisconsin and the Federal Bureau of Investigation (FBI).

## ESSENTIAL FUNCTIONS

- Read crime reports to ensure the elements of the crime are documented in accordance with Wisconsin State Statutes.
- Provide quality assurance by classifying and coding complex crime reports entered into MPD records management system software prior to submission to the State of Wisconsin and the FBI.
- Review initial and supplemental crime reports prepared by law enforcement personnel to ensure elements of crimes are documented in accordance with Wisconsin Statutes.

- Select the correct National Incident-Based Reporting System (NIBRS) codes to match the crimes. Ensure that all required data is included in reports and meets quality control standards for appropriate formats and accuracy.
- Match arrest information in crime reports with the arrest charge(s) in the Corrections Management System (CMS), and make any necessary corrections.
- Perform NIBRS incident control validation to check for reporting errors.
- Interpret any error-based messages and make the appropriate corrections.
- Notify law enforcement personnel of any adjustments and/or corrections made to any reports.
- Resolve any reporting disputes with law enforcement personnel.
- Collaborate with team members to resolve questions regarding unusual reports and/or circumstances.
- Provide support to police officers regarding their reporting questions and concerns.
- Provide training to MPD personnel, and participate in FBI certification training.
- Research and resolve discrepancies within the system.
- Maintain strict confidentiality regarding all work-related information.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## MINIMUM REQUIREMENTS

1. Two years of experience working with an automated records management system performing duties closely related to this position.

*Equivalent combinations of education and experience may also be considered.*

## DESIRABLE QUALIFICATIONS

- Administrative experience working in the public sector and/or for a law enforcement entity.
- Experience researching municipal ordinances, Wisconsin Statutes, and/or federal laws, codes and regulations.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of and ability to use automated law enforcement records management systems and standard computer applications such as spreadsheets, word processing, databases, and email.

- Ability to read, understand, interpret, and apply information in work-related documents, including Wisconsin Statutes related to this position, as well as written directions, policies, and procedures.
- Ability to follow oral and written instructions from supervisors.
- Ability to learn data collection procedures and become certified in law enforcement records management through training offered by the FBI and the Wisconsin Department of Justice.
- Ability to become certified to use the Wisconsin Department of Justice, Training and Standards Bureau's Transaction Information for Management Enforcement (TIME) System.
- Oral communication skills to be able to clearly explain information to colleagues.
- Written communication skills to be able to write correspondence and procedures and document crime codes.
- Interpersonal, customer service, and teamwork skills to be able to work effectively and cooperatively with peers, supervisors, and sworn personnel whose backgrounds may differ from one's own.
- Attention to detail and accuracy when performing routine tasks; ability to proofread and detect errors in reports.
- Ability to exercise independent judgment and seek guidance from supervisors when unsure.
- Organizational and time management skills.
- Willingness and ability to adapt to changing protocols and shifting priorities in a fast-paced, professional environment.
- Ability to maintain the utmost confidentiality regarding privileged information.
- Ability to remain professional regarding highly sensitive topics.

## CURRENT SALARY

The current starting salary (Pay Range 6FN) for City of Milwaukee residents is \$30,664 annually, and the starting salary for non-residents is \$29,912. *Appointment will be made in accordance with the provisions of the salary ordinance. **This is a Career Ladder Position:** Employees will advance through the pay range in accordance with the City of Milwaukee Salary Ordinance upon certification by the Chief of Police of having attained the required job performance and demonstrated competencies. The Salary Ordinance can be accessed here: <https://city.milwaukee.gov/ImageLibrary/Groups/ccClerk/Ordinances/Salary/2019SalaryOrdinance12-18-182.pdf>.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan

- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/Benefits2019#.XBrIQE2ot6A>.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Milwaukee Police Department reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **Friday, February 1, 2019**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

**NOTE:** *Candidates must pass a Milwaukee Police Department background investigation before hire.*

## ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).

- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO 603*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*