POLICE RECORDS TECHNICIAN
Job Description
Revised: October 28, 2016

**DEFINITION:**
This is an entry-level, full-time, service worker position with the City's Police Department. Under the supervision of the Police Records Supervisor, an individual in this position will research, prepare, print, sort, and/or file electronic police reports and perform a range of related technical tasks, including the creation and maintenance of police reports and records.

**EXAMPLES OF WORK:**
- Perform receptionist duties by answering telephones; greeting visitors; directing visitors to the appropriate divisions; and providing information as requested;

- Complete clerical duties such as: proofing and inputting reports and other information into the computer; scan documents; prepare case packets; maintain filing systems; prepare state reports; process open records requests; research information using computer and business related software;

- Process fees and fines; conduct Texas Crime Information Center/National Crime Information Center validations; prepare and notarize clearance letters; and maintain office equipment and supplies;

- Perform other related duties as assigned;

- Subject to 24 hour recall.

**EDUCATION & EXPERIENCE REQUIREMENTS:**
High School Diploma or General Education Development (GED) Certificate and a minimum of one year professional experience in a similar or closely related position are required.

Selected candidate must hold or be able to hold the following within six (6) months of job offer: Texas Crime Information Center/National Crime Information Center (TCIC/NCIC) Certificate and successfully pass FBI background check.

**SUPPLEMENTAL INFORMATION:**
The Department of Human Resources & Organizational Development may consider an equivalent combination of education, training and/or experience.
Please submit your application and resume to:
http://www.missouricitytx.gov/?nid=235

Department of Human Resources & Organizational Development
1522 Texas Parkway
Missouri City, TX 77489
(281) 403-8500
humanresources@missouricitytx.gov

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