



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: ADMINISTRATIVE INFORMATION COORDINATOR

BARGAINING UNIT: [CIV MANAGEMENT](#) **CODE NUMBER:** 0250

PAY RANGE CODE: [16.1 MC](#) **REVISION DATE:** 6/29/2017

NATURE OF WORK:

This is supervisory work in the Records Unit, which includes the Records Squad, Data Review Squad, and Telephone Report Squad at the Omaha Police Headquarters. The work involves providing administrative and clerical support to the Administrative Information Manager of the Omaha Police Department. Work involves assisting in the hiring and supervising of clerical personnel and planning, scheduling, assigning, overseeing, and evaluating their work. Responsibilities also include the administration of one or more departmental special projects including audits of confidential databases and records maintained by the Omaha Police Department. An employee in this classification exercises considerable independence in the performance of duties and receives general guidance from a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Assists in the hiring, training, scheduling, assigning, overseeing, and evaluating the work of clerical and other support staff.

Ensures that all policies and procedures are followed by all subordinates within the Records Unit, which includes the Records Squad, Data Review Squad, and Telephone Report Squad.

Maintains and administers the Vehicle Title and Registration (VTR) program and acts as a liaison for the Nebraska Department of Motor Vehicles.

Assists the Administrative Information Manager with managing and monitoring the National Crime Information Center (NCIC) Condition Training program for the Omaha Police Department, other City of Omaha departments, and other partner agencies.

Contributes information and establishes internal policy and procedures for the department by serving on various law enforcement committees.

Reviews divisional and departmental policies and procedures and makes recommendations for changes as needed.

Supervises activities such as data entry; the release of Police Department records; police report taking; delivery, receipt, and disbursement of materials and supplies; posting and maintaining records; and periodic mailings.

Assists in approving requisitions and vouchers; checks contracts for completeness and compliance with ordinances; researches needed information; and orders parts, supplies, and maintenance work.

Administers a computer network, performs backup functions, investigates hardware and software malfunctions, resolves computer issues where possible or refers issues to the Management Information Division, and trains users in the operation of computer hardware and the installed software.

Prepares correspondence, reports, and drafts of documents and responds to questions and complaints from officials, other employees, and the public.

Assists in the coordination of divisional budget requests and maintains records of expenditures to keep within budgetary constraints.

Monitors petty cash expenditures and compares prices and availability of needed items.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and applications of office supervision, including modern office procedures, clerical techniques, the uses of office equipment, recordkeeping, and document processing methods.

Knowledge of records management systems.

Knowledge of departmental policies, procedures, and functions.

Knowledge of basic accounting, budgeting, inventory, and recordkeeping principles.

Knowledge of the police organization.

Knowledge of NCIC, National Law Enforcement Teletype System (NCLETS) and Nebraska Crime Information System (NCIS) administrative and operational procedures and regulations.

Knowledge of police radio procedures and codes.

Knowledge of police report writing procedures.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in analyzing and categorizing police reports.

Skill in detecting and correcting coding errors.

Skill in reading, understanding, and interpreting state laws and city ordinances.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to learn state laws and city ordinances regarding police reports.

Ability to memorize and retain codes and information and to recognize coding errors.

Ability to view information on a computer screen.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to prepare clear, well-organized written communications.

Ability to stand, walk, or sit from 76 to 100% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, push, pull, or lift up to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, up to ten (10) pounds of force to move objects from 34 to 66% of the time, and lesser amounts of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Four (4) years of supervisory experience in a law enforcement records and/or a data review unit.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

Experience in a law enforcement agency is preferred.

NCIC Certification is preferred at the time of the application.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Copier
Information Channel Radio
Rubber Stamp Machine

Scanner
Calculator
Telephone
Endorser

Printer
Teletype
Facsimile Machine
Embosser

Previous Revision Date(s): 7/31/12
6/29/17