

Department  
Assistant Supervisor of Police Records \*

Grade: 13  
Code: 9008

Screening Criteria

Qualifying Criteria

- . Four (4) years of progressively responsible clerical experience
- . One (1) year of supervisory experience in the above area or an equivalent combination of training and experience

Certification Criteria

- . Previous experience (at least 4 years) in positions involving the processing, maintenance and security of police records in accordance with regulations
- . Previous supervisory experience (at least 1 year) over positions involving the above
- . Previous satisfactory performance in positions involving the above in the: \*
  - a) Section
  - b) Division
  - c) Department
  - d) City

Hiring Criteria

- . Quality and relevance of previous job experience (see Certification Criteria for examples)
- . Quality and relevance of supervisory experience
- . Previous satisfactory performance in positions involving similar duties (see Certification Criteria for examples) in the: \*
  - a) Section
  - b) Department
  - c) City
- . Written communication skills (sufficient to prepare budget, period reports, directives, letters and training material)
- . Oral communication skills (sufficient to conduct and participate in meetings and training sessions)

\* Specify preferred level on Request for Hire Form.

8-25-74

\* 2 TITLES COMBINED

ASST SUPER POLICE RECORDS DIVISION  
ASST SUPER POLICE RECORDS DIVISION