TEXAS STATE UNIVERSITY

The rising STAR *of Texas*

Supervisor, Records and Communication

Job Code 00007298

General Description

Responsible for documenting and maintaining all police records and forwarding data to the appropriate authorities.

Examples of Duties

Supervise personnel who receive, prioritize, and dispatch emergency response services to calls.
Analyze and evaluate all criminal incident reports to determine proper classification.
Monitor records retention.
Analyze vehicle maintenance records to ensure proper fleet cost and budgetary preparations.
Create and analyze Uniform Crime Reports (UCR) for validity with Texas criminal law and UCR criteria.
Supervise the maintenance and dissemination of files for juvenile, family violence, arrest and hate crime reports.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Law enforcement penal codes and University policies and procedures; of community and local agencies.

Skill in: Preparation of evaluations, letters and reports; in supervision of staff; in analyzing completed reports for accuracy and proper classification;

Ability to: Interpret essential information, compare and verify columns of numbers; to compute payroll documents; to maintain composure during emergency law enforcement situations, to utilize computer spreadsheet and word processing software.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Texas Department of Public Safety-Dispatch 911.