Town of Branford Job Announcement

Posting Date: February 4, 2025

Closing Date: until filled

Job Title: Police Department Records Assistant

Department/Location: Police

Union Affiliation: UPSEU- Town Employees

Employment Type: Full Time

Hours per Week: Monday through Friday, 35 hours per week

Pay Scale: $23.55 per hr.; on 7/1/25 increase to $24.13 per hr.; 6 months after start date $25.47 per hr.; one year after start date $26.82 per hr; Generous Benefits.

This is a rare opportunity to join our police department as a member of their administrative professional team. If you have outstanding organizational and effective administrative skills and wish to specialize in police record's management then we are interested in hearing from you.

Email your Resume, Cover Letter or Branford Town Application found on https://www.branford-ct.gov/departments/human-resources

TO

CAREERS@BRANFORD-CT.GOV

- Reviews all reports and documents from officers for completeness.
- Assists in the preparation of all court paperwork including but not limited to: daily transmittal, arrest paperwork, citations, arrest warrants and search warrants.
- Checks daily logs for police activity; maintains daily police blotter.
- Records and files citations; maintains report files.
- Maintains the Law Enforcement Administration System (LEAS), enters data into the computer, generates a variety of law enforcement management system reports and completes other LEAS functions.
- Maintains and reports incident-based data to the National Incident-Based Reporting System (NIBRS).
- Receives incoming calls, determines nature and urgency of calls, and coordinates appropriate response.
- Fulfills requests for records according to Freedom of Information Act regulations to the public and government entities. Reviews and oversees completed requests for records submitted by Part Time employees.
- Purges files in coordination with State of Connecticut Librarian and State of Connecticut Records Retention Laws.

- Retrieves and copies digital records including but not limited to body worn camera footage, CCTV, audio log recordings and 911 calls for records requests and subpoenas.
- Handles and documents incoming payments for records, false alarms, and completes receipt and cash/check control log.
- Receives requests from officers on call for special or specific information; follows up with appropriate information and relays the same back to the officer.
- Serves as a personal assistant to command staff and provides a variety of administrative assistance as needed.

Other Functions
- Establishes and maintains records systems using independent judgment.
- Maintains inventories and orders departmental supplies and materials.
- Maintains and organizes both digital and hard copy files for records management.
- Assist with payroll for police department employees as back up when needed.
- *The essential functions or duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position*

Supervision Received: Works under the general direction of the Police Chief or his/her designee.

Supervision Given: None.

Minimum Required Qualifications
Education, Training, and Experience
Must be 18 years or older at time of employment
Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Special Requirements:
Some knowledge of modern law enforcement principals, procedures, techniques and equipment
Valid state driver's license without record of suspension or revocation in any state

Knowledge, Ability and Skill
Knowledge: Working knowledge of computers and information technology; intermediate knowledge of Microsoft word and excel; some knowledge of accounting principles and practices.

Ability: To effectively interact with the public; ability to communicate effectively verbally and in writing; ability to effectively manage time and prioritize assignments. Must be willing to learn and apply knowledge of various technological platforms used for digital video storage. Must have attention to detail and ability to apply learned information of FOIA with limited supervision.

Skill: in operation of listed tools and equipment.

Tools and Equipment used
Personal computer including Microsoft office software, copy machine, telephone, fax machine, postage machine, and calculator.

Job Environment:
Administrative work is performed in a moderately quiet office with regular interruptions during the day from the public via telephone or in person. Requires the operation of telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with Town staff and Town officials. Communication is frequently in person, telephone email and in writing. Work requires a high level of professionalism and high level of patience in dealing with and explaining regulations to the public.

Errors in judgment or omissions could result in delay of services, monetary loss, and legal ramifications.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. **All candidates must successfully pass a post a substance abuse test given at the Town's expense. The Town of Branford conducts background investigations for all positions prior to hiring. Refusal to sign the release form will terminate the candidate for further consideration.**