



## CLASS SPECIFICATION

**Class Title:** Records Supervisor  
**Department:** Sheriff  
**FLSA:** Non-exempt

**Class Code:** 1106  
**Grade:** 18  
**Eff. Date:** 04/29/2025

### GENERAL PURPOSE

Under the general supervision of the Chief Deputy, performs working level clerical and supervisory duties requiring independent judgment and advanced knowledge regarding records requests, reporting, preservation, retention, and compliance and performs other clerical work related to the Sheriff's Office.

### EXAMPLE OF DUTIES

Coordinates and directs records workflow; understands and appropriately interprets and applies knowledge of records management laws, regulations, ordinances, policies, procedures, and standards.

Assembles materials for records requests according to statutory requirements and responds within the allotted time; reviews material for accuracy and completeness. Redacts requested materials according to privacy standards.

Composes a variety of official communications, written correspondence and documents applying legal analysis of research results for review; drafts formal, routine legal documents in consultation with executive staff and civil attorneys.

Supervises staff directly; interviews applicants and makes hiring recommendations; trains employees; assigns and monitors work; maintains a work schedule of assigned employees and grants sick and vacation leave; evaluates employee performance in compliance with Davis County Policies and Procedures; disciplines employees as necessary and in compliance with all applicable policies and procedures. Assists in resolving confidential personnel issues.

Reviews department clerical and administrative work processes and recommends improvements for methods used. Collaborates with the records management staff within the County, State agencies, and Federal agencies on care, maintenance, scheduling, designation, classification, disposal and preservation of records.

Coordinates the centralized records storage function for litigation holds for the Sheriff's Office.

Performs clerical duties related to recordkeeping, record retention, and GRAMA requests, including searching files, filing, receiving and responding to mail, and answering telephones,

In accordance with Utah criminal and traffic codes, performs and oversees: NIBRS reporting, UCR reporting, CANR reporting, expungements, civil document processing, citation entry, law enforcement reporting, and coordination with prosecutors, courts, and other governmental entities in need of DCSO records.

Fills in data on standard office forms; posts data to various records.

May act as a cashier in receiving funds related to records request.

Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

High school graduation or equivalent, plus four (4) years of clerical or administrative experience, two (2) years of which must include experience related to government records requests, and at least one (1) of which must have been supervisory or lead worker experience. An acceptable combination of education and experience may be considered; related experience may be substituted for education on a year-for-year basis.

***Preference for*** experience managing GRAMA requests for a law enforcement agency.

**2. Special Qualifications:**

Must possess or obtain a Utah State Archives Records Officer Certification within six (6) months of hire and certify annually thereafter.

Must pass a criminal history background investigation.

**3. Necessary Knowledge, Skills and Abilities:**

***Knowledge of:*** modern office practices, procedures, and equipment; legal research methods of GRAMA and other applicable laws, regulations, ordinances, policies, or procedures; Utah criminal and traffic codes; maintenance and preservation of legal documents or other similar records; confidentiality requirements and procedures; electronic records storage systems (including video, audio, microfiche format, and document storage); police records management system (RMS) and reporting processes and procedures.

***Skills in:*** using standard office equipment and a computer; composing various types of official communications and documents; keyboarding skills.

***Ability to:*** perform official research; exercise sound independent judgment; perform complex and routine clerical work with accuracy; organize information in a clear and concise manner; maintain concentrated attention to detail for extended periods of time; adhere to strict deadlines and coordinate multiple tasks efficiently; properly handle sensitive and confidential information and records; communicate effectively (orally and in writing); follow written and oral instructions; make simple mathematical computations; establish and maintain effective working relationships with supervisors, other employees, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***