

J O B O P P O R T U N I T Y
C I T Y O F M A N S F I E L D

ORDINANCE 21-192

POSTING DATE: 09/20/21

DEADLINE DATE: 09/27/21

SUPERVISOR I

The City of Mansfield, Ohio, Director of Human Resources, announces the opening of the following position in the **PUBLIC SAFETY POLICE RECORDS DIVISION**:

POSITION: Supervisor I – Records ANNUAL SALARY: \$30,200 - \$56,500

GENERAL STATEMENT OF DUTIES:

Under general supervision, supervises shift(s) of Records Clerks and Transcriber Clerks; oversees and performs records functions; performs related duties as required.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Supervises shift(s) of Records Clerks and Transcriber Clerks in performance of tasks; assigns tasks, provides direction and ensures work complies with division and section standards; plans and prepares work schedules; assists Operations Supervisor in planning work, setting priorities, assessing operational and training needs and reviewing and revising standard operating procedures; provides on-the-job training for probationary and regular Records Clerks and Transcriber Clerks; performs and prepares on-going performance evaluations of all subordinates; enforces personnel policies, issues oral and written reprimands; hears and resolves grievances; prepares correspondence, forms and other documents.

Oversees and performs records functions; supervises operations of section on shift; oversees and performs duties of Records Clerk; oversees data entry and document processing functions; assigns and reviews work; assists Operations Supervisor in the development of work procedures for operations of the section; creates queries and prepares summary reports; prepares periodical reports on section activities; conducts investigations of incidents or complaints concerning operations as necessary or directed; communicates problems and emergencies to the Operations Supervisor; assumes complete supervisory responsibility for section in the absence of the Operations Supervisor.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: (1) city and division policies and procedures, (2) safety practices and procedures, (3) employee training and development, (4) supervisory principles and practices, (5) CCH procedures and operation, (6) computer and office equipment operation, (7) data processing, (8) office practices and procedures. Skill in: (9) typing, (10) data entry, (11) filing. Ability to: (12) interpret a variety of instructions, (13) communicate effectively, (14) exercise independent judgement, (15) read, copy and record figures accurately, (16) develop and maintain effective working relationships, (17) resolve complaints, (18) sort items into categories according to established methods, (19) maintain records according to established procedures, (20) demonstrate manual dexterity.

ACCEPTABLE EXPERIENCE AND TRAINING:

Completion of a secondary education or equivalent, supplemented by progressively responsible records and data experience, including supervision training or experience; or any equivalent combination of experience and training which provides the desired knowledge, skills and abilities.

LICENSE/CERTIFICATION REQUIREMENTS:

Must possess or be able to obtain LEADS and CCH certification.

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER." WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

