

**POSITION TITLE:** Police Records Coordinator  
**CLASSIFICATION:** FLSA non-exempt; Non-supervisory  
**DEPARTMENT:** Police

**POSITION SUMMARY:**

The Police Records Coordinator performs a wide variety of complex clerical/digital tasks. Deals with highly confidential and sensitive information. Work is performed in partnership with external customers and criminal justice agencies to deliver effective services. The Police Records Coordinator is responsible for public records management, support services within the department, and essential documentation tasks for the Chief of Police. This is a full time non-exempt hourly position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for maintaining police reports and following retention schedules. Process all traffic and criminal summons, complaint citations including traffic crash reporting to the State of Colorado, process body worn camera.
2. Manage the sexual offender registry as the Department's Coordinator in accordance with State Law.
3. Responsible for the National Incident Based Reporting System (NIBRS) entries and data tracking.
4. Familiar with the Colorado Municipal Retention Schedule mandated by the State.
5. Must pass background check.
6. Capable of training authorized personnel in the use of CCIC, NIBRS, CORA and other training as deemed necessary by the Chief of Police.
7. Disseminates case information to the District Attorney's Office, Courts, other agencies, etc., per policy.
8. Provide exceptional customer service at all times.
9. Work cooperatively with officers to verify completeness and accuracy of information.
10. Perform notary duties for officers and the public as required.
11. May testify in court.
12. Other duties as assigned by the Chief of Police.

**EXPERIENCE/TRAINING:**

High School Diploma or GED required. A combination of education and experience commensurate with the stated skills will be considered.

**CERTIFICATES/LICENSES:**

Must possess and maintain a Colorado Driver's License.

Be able to obtain and maintain security clearance with the Colorado Bureau of Investigation (CBI).

Experience using Microsoft Word, Excel, and Adobe.

**SKILL/ABILITY:**

Telephone skills include answering phones, screening calls, taking messages, asking appropriate questions, etc. Greeting the public, interacting with the public, effectively communicating with hostile individuals, referring public to appropriate resources.

**PHYSICAL DEMANDS:**

Frequently required to walk, stand, kneel, stoop, bend, lift, and push objects unassisted. Must be capable of lifting a minimum of 25 pounds unassisted.

Report directly to the Chief of Police.

Salary Range: \$23.76/hr to \$29.26/hr based on experience with a comprehensive benefits package.

**To apply, email cover letter, resume, and City application to Chief Nathan Buseck, [nbuseck@idahospringsco.com](mailto:nbuseck@idahospringsco.com).**

*The City of Idaho Springs is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, leave of absence, compensation, benefits, training, and apprenticeship. The City of Idaho Springs makes decisions based solely on qualifications met and business needs at the time.*