

## DATA PREPARATION SUPERVISOR

### NATURE AND VARIETY OF WORK

This is supervisory level para-professional and technical work performed in coordinating data preparation activities consistent with the Uniform Crime Reporting Standards and applicable procedures. The incumbent exercises supervisory and technical oversight over subordinate level supervisory clerks and other clerical positions engaged in data entry, classification, and precious metal functions as they relate to Uniform Crime Reporting activities. Work is performed under the general supervision of a section Commander, and is evaluated in terms of timeliness and conformance with established policies, procedures, rules and regulations.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in Personnel Law Section 16-102 (59).

Plans, organizes and controls and operational activities as they relate to the Uniform Crime Reporting function.

Responsible for the effective utilization of equipment, flow or work, quality and quantity of work produced.

Plans, organizes, directs and reviews workload/tasks assignments, productivity and personnel activity, including leave records.

Reviews procedures and policies relating to operational functions, equipment and personnel as required for efficient operation.

Coordinates and ensures that employees receive required training, i.e., certification by Maryland State in the Uniform Crime Reporting System.

Reviews production levels and schedules and recommends enhancement or improvement strategies to encourage maximum use of resources.

Validates data input/output to ensure data accuracy for reporting purposes in compliance with standards as mandated by various county and state agencies.

Ensures the maintenance of security for strict access and distribution controls of criminal history records information.

Functions as a liaison between the Police Department and County Data Processing for all matters concerning production of the Uniform Crime Report.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of data entry operations and systems.

Considerable knowledge of methods and techniques used in data entry functions.

Considerable knowledge of Uniform Crime Reporting standards, procedures and techniques.

Ability to plan, supervise, train, coordinate and evaluate subordinate work performance.

Ability to interpret and validate data relating crime reporting activities.

Ability to establish and maintain effective work relationships with employees at all levels.

#### MINIMUM QUALIFICATIONS

Graduation from high school; plus five (5) years experience in work relating to data entry functions of which one (1) year must have been at the lead or supervisory level; or equivalent combination of education and experience.

#### SPECIAL QUALIFICATIONS

Incumbent must receive certification by Maryland State in the Uniform Crime Reporting System.

CREATED: 7/90