

## Fergus Falls, MN

Posted November 8- 19, 2024

Internal & External Posting  
\$25.49-33.11/hour

### FANTASTIC BENEFITS

- 12 paid holidays/year
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## NOW HIRING - Police Records Technician

The Fergus Falls Police Department is hiring a  
Records Technician

### Opportunity:

The Fergus Falls Police Department has an opening approximately January 1, 2025 for a Records Technician to perform a variety of complex tasks in collecting, organizing, maintaining, retrieving and disseminating the complete and accurate official records of the Police Department all while maintaining strict confidentiality.

### Responsibilities:

- Reports to the Chief of Public Safety.
- Process law enforcement records into electronic records system. Scan documents, photographs and digital audio media into records system.
- Transcribe confidential investigative reports and interviews.
- Perform a variety of receptionist duties including assisting the public and generating initial Calls for Services.
- Process fingerprint cards, court dispositions, monitors evidence, suspense files and court dates.
- Accept payments for vehicle impound/tow bills, copies of records data, permits and parking tickets.
- Follow the Minnesota Government Data Practices Act for dissemination of records data and have basic knowledge of legal procedures.
- Issue various permits to comply with State, City and local regulations and processes requests from insurance companies.
- Mandatory participation in ongoing training and testing certifications as presented by the MN BCA.

### Education & Experience:

- High school diploma or equivalent (G.E.D.) with specialized course work in general office practices such as word processing, filing, record processing and data requests.
- Training as legal assistant, paralegal, or transcriptionist.
- Two years of experience with coding or transcription in other business setting.
- Experience with office equipment and software programs.

### Skills & Abilities:

The successful candidate will possess the highest degree of confidentiality, be an effective communicator, work well under pressure in a busy work environment, multitask and have the ability to deal with the public, including difficult or upset individuals.