



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002
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KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: POLICE RECORDS MANAGER

Form Instructions:

1. List the Knowledge, Skills and Abilities (KSAs) from the most recent version of the Job Description.
2. The KSAs are important to successful job performance. These must be evaluated in terms of overall degree of importance and percent of time such KSAs are used in accomplishing essential job functions.
3. Use the following criteria to represent the Degree of Importance:
 - a. MINOR - The skill area is used 5% or less of the time.
 - b. MODERATE – The skill area is used between 6-14% of the time.
 - c. MAJOR – The skill area is used 15% or more of the time.
 - d. ALWAYS – The skill area is used to successfully perform all or nearly all aspects of the position.
4. KSAs containing asterisks (***) may be subject to testing through the Civil Service Commission.

Knowledge, Skills and Abilities (KSA) Essential to perform this job	Degree of Importance
Ability to supervise subordinate staff, including mentoring, guiding, setting goals, etc.***	Always
Knowledge, skill and ability to schedule work, oversee training, and provide direction in technical areas.***	Always
Knowledge of department processes and procedures.	Always
Knowledge and ability to utilize word processing, database and spreadsheet programs.***	Always
Ability to work independently.	Always
Ability to work successfully with subordinate personnel and provide good customer service to superiors, other City employees, the public, and other agencies and organizations.***	Always
Conflict resolution skills.***	Major
Strong written and verbal communication skills, including the ability to present information to diverse groups.***	Always
Strong skills and the ability to analyze diverse situations and take appropriate courses of action.***	Always

Ability to work under pressure and meet deadlines.***	Moderate
Ability to plan, organize and schedule priorities.***	Always
Ability to project a positive image.***	Always
Thorough knowledge of modern record management and computerized recordkeeping systems.	Major
Knowledge and ability to explain City ordinances, federal and state statutes, and regulation provisions pertaining to records management to other personnel and the general public.	Always
Effective working knowledge of the various federal, state and local law enforcement computer systems along with their capabilities and requirements.	Always
Knowledge of the federal crime reporting standards.***	Major
Knowledge of the Incident Based Reporting System.***	Major
Ability to conduct analysis in order to report crime statistics as required.***	Moderate
Ability to perform all the job duties in a safe manner.	Always

In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities of this position.

Director Name: Troy Davenport Title: Police Chief

Signature:  Date: 1-16-19

HR Representative: Shelly Carrillo Title: HR Analyst

Signature:  Date: 1-16-19