

## **Records Supervisor Exam Plan – 2025**

### **Minimum Qualifications**

- Associate degree in Business Administration or related field; equivalent work experience may be considered to satisfy this requirement.
- Proven experience in administrative support, preferably within a government or public safety setting.
- Strong supervisory, organizational, and problem-solving skills.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Excellent communication skills, both written and verbal.
- Ability to manage confidential information with discretion.

### **Exam Plan Review by Civil Service Commission on May 8, 2025, meeting**

#### **Recruitment and Screening**

- Announcement and Internal recruitment period posted for two weeks beginning mid-May
- A letter of interest which details qualifications and a completed city application
- Candidates will be reviewed by HR and the Police Administrative Manager to verify qualifications are met.
- Candidates that meet the qualifications will be invited to participate in an oral board interview.

#### **Oral Board – Late May/Early June 2025**

- 10 – 15 Questions
- Rating Criteria
  - Job Related Education and Experience (20%)
  - Managerial/Supervisory Orientation (25%)
  - Knowledge and Judgement (30%)
  - Communication Skills Demonstrated in the Interview (25%)
- Candidates passing with a 70% minimum score will be ranked on an eligibility list

### **Consideration for list approval on June 12, 2025, Civil Service Commission meeting**

**The top three (3) candidates are eligible for Chief's Interview, and any may be selected**