



CRYSTAL POLICE DEPARTMENT

1.10

TITLE: RECORDS/OFFICE MANAGER
NUMBER: 1.10
DATE: July 29, 2014
NO. PAGES: 1

The Records / Office Manager is a civilian position of the Police Department. The Records / Office Manager is a supervisory position charged with the coordination of the Clerical Unit.

Refer to the Records / Officer Manager position description for specific duties and responsibilities.