

Job Description

Public Records Administrator

1 FTE | POS# 100010489

Direct Report	Assistant Deputy Chief of Police	Grade	M-09 Starting Salary: \$66,722*
Department	Police	FLSA	Exempt
Division	Police	Bargaining Unit	Non-Union Unit C
Date	December 2025	Location	Police Headquarters

Homeland Security Emergency Status: Non-Essential

Safety Classification: Non-Safety Position

Summary

The City of New Bedford Police Public Records Clerk will process public records requests relating to the City of New Bedford Police Department. This responsibility includes all intake functions and response requirements relative to public records requests as governed by Massachusetts law and City ordinances.

Supervisory Responsibilities

Supervision Scope: This position has no direct reports.

Supervision Received: This position reports to the Assistant Deputy Chief of Police.

Supervision Given: This position organizes, collaborates, and oversees the processing of Public Record Requests.

Essential Function

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Receive all public records requests submitted to the City of New Bedford that relate to records held by, or involving the New Bedford Police Department.
2. Provide initial responses to those requesting records.
3. Calculate and advise on any costs associated with public record requests.
4. Pull all records that are required as part of the public records request.
5. Redact all records including, but not limited to written reports, recorded video and audio files, and department policies and procedures.
6. Work with the City Solicitors' office to meet all legal requirements associated with public records requests.
7. Coordinate the timely delivery of all records in accordance with Massachusetts law and City ordinances.
8. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the City of New Bedford and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

Job Description

Competencies

Leadership	Decision Making	Thoroughness & Attention to Detail
Communication Proficiency	Customer Service	Organizational Skills
Adaptability	Independent Judgement	Time Management

Requirements

- Successful completion of criminal background check, pre-employment physical exam including drug screen.

Education and Experience

- Bachelor's degree preferred.
- Experience in records processing and redaction preferred.

Required Skills and Abilities

- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software.
- Organized with attention to detail.
- Excellent managerial and organizational abilities.
- Excellent interpersonal skills.
- Ability to work with executive management, employees, media, and the larger community.

Tools and Equipment Used

Computers, calculators, phones, copy machines, and other office equipment.

Work Environment

Work is performed in a fast-paced atmosphere. Workload and stress levels vary dramatically. The **Public Records Administrator** makes constant contact with other staff, police, members of the public, media, and City departments. This requires excellent customer service skills. The **Public Records Administrator** has access to confidential information and may be provided with sensitive information. The **Public Records Administrator** is expected to operate in an environment where errors can be costly with regard to the public release of records.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally sedentary. Employees must be able to remain in a stationary position 50% of the time. This employee occasionally needs to move about inside the office to access filing cabinets, office machinery, etc. This position requires the operation of a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. The employee must use hands/fingers to handle or operate, activate, use, prepare, inspect, place, detect or position various equipment as needed.

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This position requires the employee to communicate, detect, converse with, discern, convey express oneself, exchange information. The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

This employee frequently moves boxes up to 15 pounds across office areas for various needs, including having to lift, carry, push, pull, or otherwise move objects.

This position is frequently exposed to indoor and high stress environment.

Work Hours

This is a full-time exempt position with typical 40 hours per week, varied schedules, with occasional required availability during evening, overnight, weekend and holiday hours. Additional hours during emergencies and other departmental critical needs.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

Compensation for Unit C (Management) Positions

All management positions receive an annual salary increase (or "Step" increase), contingent on satisfactory job performance. Step increases are awarded upon the first anniversary of an employee's initial hiring and each year thereafter for the next eleven years of employment. The above position offers a starting salary of \$66,722 in Year/Step 1, and a maximum salary of \$103,942 in Year/Step 12.