

POLICE RECORDS CLERK

Definition:

Under general supervision performs a variety of responsible, specialized, and police-related clerical and recordkeeping duties; updates and maintains records and files and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Operates a personal computer, printer, applicable software and typewriter to enter a wide variety of data, prepare/transcribe reports, process forms and produce correspondence.

Maintains and updates individual case and crime reports.

Processes bookings, arrests, citations, stolen vehicle and traffic collision reports, fingerprint cards and officer statistics.

Assists in the processing of warrants, subpoenas and court reports.

Completes, types and processes forms, reports and correspondence from rough drafts, notes or verbal instructions.

Checks, enters and files data and records and prepares, transmits and receives teletype records.

Answers telephone calls and other inquiries and responds to questions regarding department procedures.

Operates a variety of office equipment.

Performs a variety of specialized clerical or recordkeeping duties and other tasks related to the Police Department as needed.

Other Duties and Responsibilities:

May lift and move boxes of files and other items weighing 30 pounds or less.

Performs other projects/tasks as assigned.

Class Characteristics:

Police Records Clerk is a multi-incumbent class in the Police Department with duties related to the maintenance of a variety of police records. Incumbents enter, file and process sensitive law enforcement data.

Supervision Received:

When assigned to the Records Bureau, receives direction from the Police Records Supervisor and Police Technical Services Manager.

When assigned to the Investigations, receives direction from the Sergeant assigned to Investigations.

Contacts and Relationships:

A Police Records Clerk establishes and maintains contact with other Police Department staff. Additional contact will occur with law enforcement representatives from other agencies, court officials and the general public.

Qualification Guidelines:

The knowledge and abilities that are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

English usage, spelling, grammar and punctuation.

Computer equipment and applications related to the work.

Filing and indexing methods.

Receptionist and telephone techniques.

General office practices and procedures.

Business math.

Basic report writing.

AND

Ability to:

Perform a variety of responsible and sensitive clerical work and maintain the confidentiality of information as prescribed by law.

Understand and carry out oral and written instructions independently.

Adhere to multiple deadlines and handle multiple projects.

Independently set up and maintain records and complex files.

Work independently in the absence of supervision.

Assemble data and prepare reports.

Establish and maintain effective relationships with those contacted in the course of work.

Learn and apply rules, regulations and policies applicable to the area assigned.

Make accurate mathematical calculations.

Operate a personal computer and use applicable software.

Communicate effectively orally and in writing.

Meet the public with courtesy and tact.

Read and write at the level required for successful job performance.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from high school.

AND

Two years of performing responsible clerical duties including one year of public contact experience.

Special Requirements:

Type at a net speed of 45 words per minute.

Must be able to successfully pass a Police Department pre-employment screening process.

Must be able to work a flexible schedule, to accommodate City needs including shift work, and working weekends and holidays.

Must be able to rotate shifts as frequently as every six months.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and requires sitting for prolonged periods of time and the use of a computer, keyboard and related equipment. An incumbent stands, walks, and may twist, reach, bend, crouch, kneel, climb stairs and ladders and grasp, push, pull, drag and move boxes of files and other office items weighing 30 pounds or

less. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

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