



## **CLASSIFICATION SPECIFICATION POLICE RECORDS SPECIALIST**

### **JOB SUMMARY:**

Under general supervision of the Police Records Supervisor, the Police Records Specialist performs clerical duties involving the processing, inputting, maintaining, retrieving, copying, and distributing of various types of records and reports; enters reports and data into a variety of law enforcement records systems; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Police Records Specialist is an entry-level position that performs a variety of specialized police related records management, data entry, and record keeping duties while learning City and department policies and procedures. As experience is gained, there is the potential for greater independence of action within established guidelines.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Processes a wide variety of reports and records such as crime and traffic reports, juvenile and adult arrest reports, and various types of warrants, citations, and mug shots; processes and accepts subpoenas; compiles crime statistics and information for department and state reports; and maintains and updates a variety of police records filing systems.
- Enters, retrieves, and maintains data and information from a variety of state and local automated systems including the California Law Enforcement Telecommunications System (CLETS) including stolen vehicles, missing and unidentified persons, and domestic violence restraining orders; conducts record checks and researches files for requested information; processes and prepares complaints for court appearances; and accepts payment of fees and prepares bail monies.
- Assists the general public, City staff, and outside groups and agencies in person and by telephone in releasing requested reports and general information regarding law enforcement regulations and department policies and procedures.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Police records management, operations, and standard procedures; applicable federal, state, and local laws, codes, and regulations; and basic office administration practices and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.

- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

**Skills/Abilities:**

- Perform a variety of clerical duties related to record keeping for the Police Department; gather, analyze, and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergencies; correctly interpret and explain applicable laws, codes, and regulations; observe safety principles; and work in a safe manner.
- Communicate clearly and concisely both orally and in writing; understand and follow oral and written directions as provided; create and edit a variety of documents; and assist in the maintenance and organization of office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- One year of increasingly responsible clerical, administrative, record keeping, and/or customer service experience.
- Local government experience is desirable.

**Licenses and Certifications:**

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

**WORK ENVIRONMENT:**

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** July 3, 2017