

## **POLICE RECORDS CLERK**

Salary Range: NSP7 (Police Salary Schedule)

### **DEFINITION**

To perform routine and specialized clerical duties in the maintenance and filing of police records; to perform general clerical and receptionist duties as assigned; and to perform related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a journey level class in the Police Records Clerk series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the Department. The Police Records Clerk is distinguished from the Senior Records Clerk classification as the latter is responsible for overseeing the work of subordinate staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Police Records Supervisor.

### **ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES**

- Process and maintain a variety of police records and files; maintain alphabetical, index, and cross reference files.
- Issue, receive, type and process various applications, permits and other forms; process warrants, permits, citations; collect and process fees and charges.
- Perform a wide variety of routine clerical work including preparation and maintenance of department calendars, forms, records and manuals; log subpoenas and maintain court calendar; collect, post and distribute department mail; schedule appointments as assigned.
- Answer multi-line telephone system taking messages, providing information, or routing call to appropriate party.
- Act as a receptionist; wait on the general public, giving information on department and answering routine questions.
- Type, proofread and process a variety of documents including general correspondence, memos, legal documents, police reports, and other materials from rough draft, transcription machine or verbal instruction.
- Operate standard office equipment including word processing equipment, 10-key calculator; postage, copy, recording and dictating machines; teletype system; computer remote terminals.
- Perform related duties as assigned, which may include, but not to be limited to, the handling of narcotics or miscellaneous other items dropped off by citizens at the front counter.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Filing and record keeping practices.
- English usage, spelling, grammar, and punctuation.

- Basic mathematics.
- Modern office methods and equipment.

**Ability to:**

- Learn the organization, procedures and operating details of the department.
- Learn and apply Federal State and local policies, procedures, laws and regulations.
- Perform specialized clerical work, including maintenance of appropriate records and preparation of general reports.
- Verify and check files and data.
- Understand and carry out both oral and written directions.
- Perform simple mathematical calculations.
- Operate a variety of office equipment including calculators, typewriters, computers, word processors, and copiers.
- Type accurately at a speed of 40 words per minute; read maps quickly and accurately; learn local geographic features and streets.
- Handle simultaneous events effectively.
- Maintain confidentiality of privileged information.
- Listen and/or observe; remember names, faces, numbers, incidents and places as necessary.
- Work independently in the absence of supervision.
- Maintain composure when dealing with upset and/or irate citizens.
- Communicate effectively and tactfully, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Minimum Qualifications**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Equivalent to the completion of the twelfth grade. Two (2) years of general clerical experience. Public safety work experience is desirable.

**GENERAL QUALIFICATIONS****License Requirement**

Possession of, or ability to obtain, a valid State of California POST Basic Records training certificate.

**Physical Requirements**

Incumbents must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh no more than 20 pounds.

**Working Conditions**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**FLSA: NE**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

*Adopted: May 1998*

*Revised: April 2001*

*Revised: November 2019*