

SENIOR POLICE RECORDS SPECIALISTDEFINITION

Under moderate supervision, performs a variety of difficult and responsible clerical duties of specialized nature in the central records section of the Police Department. Performs other related duties as required.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Processes, indexes, types, transcribes, maintains, and retrieves a very high volume of police data, reports and records of crime, criminal investigation, arrests, accidents, complaints and incidents, etc. Records, compiles, tabulates, and types departmental statistical data for internal as well as external reporting and distribution. Uses a personal computer for accessing county, state, interstate and national law enforcement automated information systems. Operates optical imaging equipment. Maintains criminal citations and arrest warrants. Verifies status of warrants and returns recalled warrants to courts. Assists department personnel in expediting processing and retrieval of reports. Serves general public and representatives of criminal justice and other government agencies in person, by personal computer or by mail by providing information in accordance with established departmental policies and applicable state and federal laws. Purges files, seals, obliterates and destroys records in compliance with laws, regulations, court orders and established departmental procedures. Accepts fees and issues receipts. Types cards, memos, reports and related documents from verbal instructions and rough hand-written marginal notes. May perform duties of a higher-level clerical assignment or classification in training or relief capacity. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the journey-level, non-supervisory class in the police records clerical series involving the performance of varied, difficult and responsible specialized clerical operations, frequently requiring the application of specialized knowledge and skills gained through experience in the organization. Incumbents in this class, therefore, are generally promoted from the Police Records Specialist class. Work problems involving departure from established rules and policies are reviewed with superiors for final decision, but normally incumbents are expected to perform their duties through to completion with minimum supervision. Instructions are received from superiors on new assignments and procedures and on matters of policy. Work is reviewed by observation of results obtained.

MINIMUM BASIC QUALIFICATIONS

Education and experience equivalent to graduation from high school and permanent status as a Police Records Specialist or any equivalent combination of education and experience which provides the desirable knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Modern office practices, procedures, systems, equipment, multiple computer file systems, word processing and data entry equipment involved in classifying, indexing, processing, filing, and retrieving a large volume of police records and reports.

Ability to: Perform word processing at a corrected speed of no less than 40 words per minute from clear copy or transcription; operate computer terminal (including data entry and retrieval), and optical imaging equipment; perform various tasks simultaneously; analyze situations quickly and objectively, exercising independent judgment; deal with the public courteously and tactfully; comprehend current and new laws and procedures governing the release of confidential information.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers enjoy being part of a large clerical staff in a busy, fast-paced office environment. They are able to work on a variety of clerical tasks simultaneously and can quickly reorganize their workload to respond to changing deadlines and priorities. Appropriate individuals are pleasant and courteous when dealing with customers, detail-oriented, and skilled in performing basic statistical calculations.

Class title change from Police Records Clerk II per SACEA 87-89 MOU effective 1-1-88 (confirmed in Council Resolution No. 88-38 effective 7-1-88)

Prepared and approved through 1986-87
Clerical Study Process
Former Class Title: Police Records Clerk II
New Title Effective: 1-1-88
SACEA MOU 1987-89

Revised: 6/00
Reviewed: 01/03
ADA Approved: 01/03