



Police Records Assistant I/II

Summary

Perform routine to difficult office support work related to police records functions which may include receptionist duties, typing, and word processing, recordkeeping, and filing systems.

Class Characteristics

General supervision is provided by the Records Supervisor; responsibilities may include the indirect supervision of support staff.

Police Records Assistant I:

The entry-level class of the series that initially, under close supervision, learns police department policies and City policies and procedures. As experience is gained there is greater independence of action within established guidelines. This class is alternately staffed with Police Records Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Police Records Assistant II

The journey-level class of the series, fully competent to perform a variety of police office support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. This class is distinguished from Police Records Supervisor in that the latter is the first full supervisory level of this series.

Essential Duties, Skills, and Demands of the Position

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

Duties:

Receive, review, process and file a wide variety of documents such as arrest reports and complaints; enter processed police reports of crimes into the computer system; prepare a tally sheet of calls received for statistical purposes; receive and answer teletypes and maintain record of teletypes received.

Check with other agencies to secure warrant information.

Enter and retrieve information using a personal computer system.

File adult and child court dispositions.

Break, sort, and organize citations and other police documents for the court; review documents for errors or omissions and refer to appropriate issuing officers for correction; maintain records and files of all citations, warrants, and related police records; check files for criminal records of subject for authorized personnel; retrieve and make copies of accident and crime reports.

Assist in the sealing and destruction of juvenile and adult records as requested by the courts and in accordance with state guidelines.

Issue a variety of permits, collect fees, and balance cash receipts on a periodic basis; transmit fees to proper courts.

Maintain retention schedule and purge police records within mandates of law; respond to requests for copies of police reports in accordance with established police department policies and procedures.

Provide general public information at the counter; receive non-emergency calls from citizens reporting crimes; refer callers to appropriate staff or other agencies for handling.

Receive, sort, and distribute mail.

Log stolen, recovered, and towed vehicles.

Receive and process criminal and traffic warrants; provide clerical support for assigned special projects; may provide court testimony as required.

Perform related duties as assigned.

Skills/Abilities:

Perform detailed office support work accurately.

Organize and maintain office records and files.

Make accurate arithmetic calculations.

Use initiative and sound independent judgment within established guidelines.

Operate standard office equipment, including a word processor.

Prioritize work and coordinate several activities.

Type accurately at a rate of 40 net words per minute from printed copy.

Communicate effectively both verbally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.

Qualifications

Knowledge of:

Office practices and procedures including filing and the operation of standard office equipment.

Correct English usage, including grammar, spelling, and punctuation.

Basic record keeping principles and procedures.

Basic data processing principles and the use of a personal computer.

Basic business arithmetic.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Police Records Assistant I/II

Education:

Equivalent to graduation from high school.

Police Records Assistant I

Experience:

One year of office support experience which has included contact with the public.

Police Records Assistant II

Experience:

In addition to the above, two years of law enforcement office support experience.

Certificates/Licenses:

Possession of a valid California Class C driver's license.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Police

FLSA Status: Non-exempt