

Police Records Specialist

Definition

Under direct supervision, performs a wide variety of specialized and complex clerical duties including handling of Police records and supports law enforcement functions and programs.

Distinguishing Features

This is a single-class located in the Police Department, Records Division. This class is distinguished from other clerical classes in the knowledge of statutes governing confidentiality of police records and law enforcement information systems and the liability involved. This class receives general supervision from an assigned supervisor and may provide technical/functional supervision over less experienced staff.

Essential Functions

1. Maintains records and files of; citations, warrants, arrests, criminal cases, online police reports, towed and abandoned vehicles, and related police records; scans, indexes, and verifies records for digital imaging; process vehicle and tow releases; prepares reports for charging.
2. Reviews police reports and other police related documents for errors, inconsistencies, inaccuracies, or omissions and ensures appropriate corrections are made.
3. Determines authority of requestor and redacts and releases information in accordance with the California Public Records Act and other rules and regulations as applies.
4. Receives warrants from court, reviews information for accuracy, process warrant information including sending notifications, maintains Warrants Log in lineup room, confirms and verifies warrant information with other law enforcement agencies.
5. Receives and processes subpoenas received from court or attorneys in accordance with State law and department policy; acts as liaison between officers and court.
6. Seals and purges adult and juvenile records in compliance with court orders, state statutes, and internal policies.
7. Receives requests for background clearance letters and arrest summaries; processes and performs background checks.
8. Retrieves results of laboratory analysis (i.e. blood, urine) and releases results to DMV or District Attorney's office in accordance with law enforcement regulations.
9. Staffs the records counter at the Police Department and assists the public, law enforcement officers and others; receives payment at the records counter and issues receipts; receives non-emergency calls from citizens; distributes mail.
10. Reconciles cash, checks, and credit card charges received against receipts issued, prepares deposit slips and delivers deposits to Finance Department.
11. Receives and processes parking and traffic citations
12. Prepares and maintains False Alarm Spreadsheet and delivers to Finance Department
13. Attends to a variety of office clerical work such as ordering supplies, arranging for the repair of equipment, transmitting information, keeping reference materials up to date; provides clerical support for assigned taskforce, division/unit or special project as needed.
14. Types correspondence, reports, forms and other police documents; proofread and check typed and other materials for accuracy and completeness, and correct English usage, including grammar, punctuation and spelling.
15. Trains new staff and cross trains colleagues in different subject areas; creates, updates and edits procedure manuals.
16. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service; and performs related duties as assigned.
17. Other duties as assigned.

Employment Standards

Education/Experience

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

Education:

Graduation from high school.

Experience:

Two years of varied clerical and typing experience involving public contact, telephones, recordkeeping, file maintenance, word processing and data entry. Some police records experience preferred.

Knowledge

Knowledge of applicable laws, rules, regulations and administrative orders relating to the maintenance and release of police records; police dispatching codes and terminology; the general criminal justice system and its basic proceedings; office practices and procedures including filing, indexing, and cross-referencing methods; operation of standard office equipment; correct English usage, including grammar, spelling and punctuation; business letter writing and report preparation; various document formats and presentations; basic record keeping principles and procedures; database principles and applications; basic business arithmetic.

Ability

Ability to perform routine and detailed clerical work with speed and accuracy , including filing, organizing and maintaining office records and files; sit at a desk or stand at a counter for long periods of time; effectively operate modern office equipment including computers, word and data processing software; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry light to moderately heavy items; review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; recognize and correct input errors; maintain the confidentiality of information as prescribed by law; organize, prioritize and coordinate work activities; work independently and effectively with others in a team environment; exercise initiative and sound judgment; multi-task; type at a speed necessary for successful job performance; make accurate arithmetic calculations; use initiative and sound independent judgment within established guidelines; prioritize work and coordinate several activities; operate a variety of office equipment such as a calculator, computer and software applicable to assignment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with the general public.

Other Requirements

Selected positions in the Police Department hired after 1-1-92 may be required to work rotating or irregular shift, including nights, weekends and/or extended hours.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.