



Job Code: 0619
FLSA: NE
Unit: PCEA
Revised: 5/1/91

POLICE RECORDS CLERK

DEFINITION

The classification of Police Records Clerk performs a variety of clerical functions in support of department operations. These emphasize providing information and assistance to interested parties and maintaining a variety of records including those involving automated systems.

Work is normally performed under general supervision. As required, positions in this class will assist dispatch personnel and provide training and technical assistance to other employees assigned to the records function.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Support Services Manager. Exercises no supervisory responsibilities over other employees.

TYPICAL DUTIES

1. Provides information and assistance to interested parties which involves subject matter ranging from routine to difficult and confidential. Responses are by telephone or in person and often entail the use of judgment and the knowledge of department policy and applicable law.
2. Processes and maintains a variety of manual and automated police records and reports. These include: citations and field interrogation cards; emergency information for businesses; subpoenas; impounded property, crime and traffic accident incidents; permits; and other statistical reports.
3. Performs general clerical duties including answering and routing calls, typing reports and correspondence, filing and copying.
4. Maintains records of monies disbursed and received.
5. As necessary, forwards non-emergency calls to Police Dispatch.
6. Provides training and technical assistance to other employees assigned to the records function.
7. Works assigned shifts and, as required, weekends and holidays.

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8. Operates a variety of equipment such as computer terminals, word processors, typewriters and copiers.

MINIMUM QUALIFICATIONS

Knowledge of:

Office practices and procedures; basic mathematics and correspondence forms; correct punctuation, spelling, grammar and vocabulary; records retention systems; and modern office equipment.

Ability to:

Develop a working knowledge of department operations, procedures and regulations, and of applicable legal requirements; make decisions in procedural matters without immediate supervision; work effectively under stress and exercise sound judgment; follow written and verbal instructions; operate a variety of office equipment; type at a speed of not less than 45 net words per minute from clear copy; work protracted or irregular hours; and maintain effective working relationships with those contacted in the course of work.

Education:

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be graduation from high school and two years of general clerical experience or one year of applicable law enforcement experience.

Additional Requirements:

Successful completion of background investigations and such examinations as may be required by the department.

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