

SENIOR RECORDS CLERK

DEFINITION

Under general supervision, assists with the supervision of the Records Unit by providing technical assistance and oversight responsibility for ongoing activities and participates in the preparation, processing, maintenance and management of department activities related to police records and record keeping; performs related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed and some assigned duties may not be listed below. Marginal duties (shown in italics) are those which are non-essential job functions for this class.

1. Oversees and participates in police records preparation, processing and filing; maintain security of police records, ensuring the information is released in accordance with related laws and department policies.
2. Reviews a variety of written reports for accuracy including reports for California Bureau of Criminal Statistics, Uniform Crime Reports, incident reports, and prepares the unit activity report; routes police administrative reports to appropriate divisions for processing; prepares and processes reports required by Court.
3. Reviews warrants to be served for accuracy of information and due diligence issues; testifies in court.
4. Prepares and conducts periodic training sessions; schedules personnel for training; assigns work tasks; receives and routes requests for leave; reviews work in progress; advises on proper procedures and ensures correction are made; advises supervisor of potential problems and concerns from staff.
5. Inspects equipment to assure its proper working conditions and arranges for regular and special servicing.

EMPLOYMENT STANDARDS

Education and/or Experience

Three years of experience in police records maintenance or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Principles and practices of law enforcement records management; computerized systems used in municipal law enforcement agencies; laws, codes, regulations and policies relating to the control of police records; general office procedures; principles and practices of supervision.

Ability to:

Communicate clearly and concisely, both verbally and in writing; conduct research and prepare reports; manage police records systems; establish and maintain effective working relationships with superiors, peers, subordinates and the general public; deal with the public in situations requiring diplomacy and tact; maintain confidentiality; exercise judgment; work independently; supervise and train assigned staff; deal constructively with conflict and develop effective resolutions; respond to emergency and problem situations; understand, explain and apply policies and procedures; use a typewriter or computer in entering and retrieving data and/or typing letters, forms and reports; type at a rate sufficient to perform assigned duties.

Special Requirements

Possession of or ability to obtain a valid California Driver's License may be required.

Must be 18 years of age and be able to successfully pass a psychological examination and an extensive background check.

Physical Demands

Strength, dexterity, coordination, and vision to use a keyboard for prolonged periods on a regular basis. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. A computer used on a daily basis. Periodic contact with angry and upset individuals.

Date Adopted: August 6, 1996