CITY OF EL CERRITO

POLICE RECORDS SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a wide variety of general clerical duties as required in the Police Department; and to provide assistance and information to Department staff and the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Type, record, and file a wide variety of police records, reports, and materials including reports, bookings, warrants, citations, criminal and non-criminal reports.

Use computers, data bases, word processing, and spreadsheet applications to enter, modify, and retrieve data such as stolen and recovered property, driver license and vehicle registration information, and warrants on wanted person.

Sort, file, copy, and distribute criminal and non-criminal reports, citations, petitions, and other material to appropriate personnel.

In person, by telephone, by "e-mail", and by correspondence, retrieve information and files, and mail requested reports to outside agencies in accordance with established regulations.

Assemble, code, record, and summarize a variety of police records data.

Operate a calculator, computer, copier, paper shredder, micro filming machine, facsimile machine, and other standard office machines.

Operate a computer terminal and printer to type, enter, modify, and retrieve a wide variety of police reports and records.

Receive, record, store, purge, and retrieve all items of property or evidence. Maintain chain of custody records for property items. Maintain suspense file of stored property, and send notices to owners of unclaimed property. Correspond with property owners, or persons recovering property.

Coordinate the auction of unclaimed property.

Provide general information to the public regarding departmental policies, procedures and regulations by answering questions either verbally or in writing in regards to police reports, arrests, towed vehicles, citations, and the disposition of property.

Essential Functions: (continued)

Coordinate destruction of evidence with local agencies.

Ensure the security of the property area and stored items.

Maintain records of controlled items (narcotics, fire arms).

Order and maintain necessary forms and supplies for the Department.

May assist in performing searches of arrested persons.

Perform related duties as assigned.

Conduct "live scan" electronic transfer of fingerprints.

Marginal Functions:

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, punctuation, and arithmetic.

Modern office practices, procedures, methods, and equipment.

Ability to:

Perform general clerical work including maintenance of police records and compiling information for reports.

Perform record searches quickly and accurately.

Operate office machines and computer terminal.

Understand and carry out oral and written directions.

Type at a minimum speed of 45 net words per minute.

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

Work various shifts as assigned.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain self control in dealing with hostile individuals.

Read, learn, interpret, and apply policies and procedures related to custody of property.

Perform basic business math related to accounting for large sums of money.

Operate a variety of modern office equipment including computer terminals.

File alphabetically, numerically, and chronologically.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of general clerical experience. Experience involving inventory control or a closely related activity is desirable.

Training:

Equivalent to the completion of the twelfth grade including or supplemented by clerical courses.

Licenses/Certificates/ Other requirements:

Possession, or be able to obtain and maintain a valid class "C" driver's license.

PHYSICAL DEMANDS

Sitting: Frequently
Standing: Frequently
Walking: Frequently
Bending: Occasionally
Crouching: Occasionally
Stooping: Occasionally
Kneeling: Occasionally
Crawling: Occasionally
Climbing: Occasionally
Balancing: Occasionally
Running: Never
Twisting: Occasionally
Turning: Occasionally
Jumping: Never

Lifting:
up to 10 lbs: Occasionally
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Never
100 + lbs: Never

Carrying
up to 10 lbs: Occasionally
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Never
100 + lbs: Never

Pushing/Pulling:
up to 10 lbs: Occasionally
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Never
100 + lbs: Never

Grasping – firm: Occasionally
Finger dexterity: Occasionally to Frequently
Reaching forward: Occasionally to Frequently
Pinch grasp: Occasionally to Frequently
Grasp – light: Frequently

Coordination - Eye-hand: Occasionally to Frequently
Eye-hand-foot: Occasionally
Driving: Occasionally

PHYSICAL DEMANDS (continued)

Talking	-	Face-to-face: Frequently Verbal contact: Frequently Public: Frequently
Vision	-	Acuity far: Required Acuity, near: Required Depth perception: Required Field of vision: Required Accommodation: Required Color vision: Required
Hearing	-	Conversation: Occasionally to Frequently Telephone: Frequently Earplugs: Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Detailed-uninvolved instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Spatial, Form, Clerical, Analyzing, Compiling, Computing, Copying, Comparing, Instructing, Speaking-signaling, Taking instructions-helping, Setting up, Precision Working, Operating-controlling, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Dust/Fumes/smoke/gases/etc., Toxic/caustic chemicals, Solvents/grease/oil, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

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