CITY OF EL CERRITO

SENIOR 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; provide assistance and information to Department staff and the public; provide training to Police Records Specialists.

DISTINGUISHING CHARACTERISTICS

This is a journey-level position in the police clerk series. It is distinguished from the Police Records Specialist classification in that the incumbent provides training in all facets of the Police Records process to new and/or less experienced Records Specialists. This position can be distinguished further in that the Senior Records Specialist assumes supervisory responsibilities in the absence of the Police Records Supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from sworn administrative and civilian 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 bookings, warrants, citations, criminal and non-criminal reports.

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

Sort, file, copy, and distribute criminal and non-criminal reports, citations, petitions, and other materials 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, issue permits to cab drivers, and conduct live scan electronic transfer of fingerprints.

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

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.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain self-control in dealing with hostile individuals.

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: Constantly
Standing: Occasionally
Walking: Occasionally
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: Never
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: Never
76 to 100 lbs: Never
100 + lbs: Never

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

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

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

Talking - Face-to-face: Occasionally
Verbal contact: Occasionally
Public: Occasionally

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: Occasionally
Earplugs: Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Detailed uninvolved instructions, One or two step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Spatial, Form, Clerical, Synthesizing, Analyzing, Compiling, Computing, Copying, Comparing, Instructing, Speaking-signaling, Taking instructions-helping, 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, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

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