

## CITY OF COVINA

### POLICE RECORDS CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, performs a wide variety of law enforcement office support duties related to recording, maintaining, retrieving, and distributing law enforcement data and information; processes a high volume of police-related documents to contribute to the effective operation of the Department; enters reports and data into a variety of automated law enforcement records systems; ensures that records and information are accurate, clear and comprehensive for law enforcement personnel and the general public; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Police Records Clerk** is the entry-level position that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision incumbents learn and perform a variety of technical law enforce support duties related to record keeping and public contact. This classification is distinguished from the next higher classification of Police Records Supervisor in that the latter performs duties involving a higher level of complexity and difficulty, and is responsible for supervising and training assigned personnel.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Police Records Supervisor, or their designee. Incumbents of this class do not routinely exercise supervision, but may assist in the training of less experienced personnel.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs a wide variety of office support and computer entry/retrieval using various automated information systems; types correspondence; tabulates statistical data; acts as the first line of contact in the Police Department lobby; operates a variety of office equipment, including the computerized parking system, optical imaging, and microfilm retrieval systems; maintains confidential files of crime and traffic accident reports, registrants, and applicant files.
- Enters and maintains accurate data and information into the California Law Enforcement Telecommunications System (CLETS), including stolen vehicles, missing and unidentified persons and domestic violence restraining orders; enters and retrieves information from a variety of state and local automated systems, including the Records Management System (RMS); validates selected records from the Department of Justice files, including vehicles, firearms and missing persons.
- Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties, including Uniform Crime Reporting (UCR) requirements as mandated by Department of Justice.

- Photocopies and distributes crime, incident, arrest, and accident reports to the general public and various agencies such as the Department of Justice (DOJ), California Highway Patrol, District Attorney, Department of Motor Vehicles (DMV), and insurance companies; prepares misdemeanor/felony court packets for the District Attorney's Office including crime report, amendment information and supporting documents such as criminal history, DMV driving history and drug analysis results; prepares moving violation transmittals for court; applies federal, state and local laws when releasing information.
- Assists department personnel and the public at the front counter and by telephone; issues visitor's permits; assists the public with parking permit application and purchase; provides assistance to outside agencies requiring information.
- Collects fees for services provided by the Department; may assist in the transportation of female prisoners and the care of juveniles.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Additionally, the position requires near and far vision in reading work related documents and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Police Record Clerk**. A typical way of obtaining the required qualifications is to possess eighteen months of experience involving public contact and record keeping, and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain a valid Class C California driver's license. Must complete DOJ Telecommunications training for full access operator, and the P.O.S.T. Records Clerk course within one year of appointment.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern office administrative practices and procedures; public and agency desk procedures and methods of providing services and information; automated law enforcement information systems and procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including the Public Record Act; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Operate standard office equipment, including a computer; operate specialized automated law enforcement information systems; understand and follow instructions; organize and prioritize work assignments; perform a variety of work with speed and accuracy; work flexible hours including evenings, weekends and rotating shifts; wear a department uniform; maintain confidentiality of information; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Effectively operate specialized law enforcement automated information and records systems.