

POLICE RECORDS CLERK I
POLICE RECORDS CLERK II

DEFINITION

To perform responsible administrative duties in support of Police Department activities including data entry, processing and releasing records, and receiving and responding to questions from the public and outside agencies; to review requests for reports and make determination regarding the release of information; and to perform other clerical duties in support of operations.

DISTINGUISHING CHARACTERISTICS

Police Records Clerk I - This is the entry level class in the Police Records Clerk series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Police Records Clerk I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Police Records Clerk II - This is the journey level class in the Police Records Clerk series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Police Records Clerk I

Receives immediate supervision from the Police Records Supervisor.

Police Records Clerk II

Receives general supervision from the Police Records Supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform a variety of responsible duties related to the processing of police reports including receiving, reviewing, logging, copying, distributing and filing police reports; make corrections.

Process sex, drug and arson registrants; interview registrants to collect required information; create and maintain files and databases.

Police Records Clerk I/II

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Process and track District Attorney Further Investigation Requests in order to ensure timely submission to the District Attorney's Office for case review purposes.

Receive, track, and serve as liaison between the department and outside agencies regarding subpoenas for department personnel.

Query and print criminal histories and driver's license records; complete Department of Justice disposition forms necessary for submission to the District Attorney's Office.

Review records for compliance with the records retention policy; purge and prepare documents for destruction as required.

Provide customer support via the telephone and at the front counter; receive and respond to requests for information from City departments, outside agencies, and members of the public within required timeframes; receive and process requests for reports, determining information to be released in compliance with the Public Records Act and required timeframes.

Receive and process requests for local background checks.

Perform data entry duties, including but not limited to, **CLETS/NCIC data**, confidential arrests, property crimes, assaults, found/lost property, traffic accident reports, field investigation contacts, park exclusions, promise to appear notices, alert requests, and citations.

Compile and organize Uniform Crime reports; create and maintain administration security login accounts.

Receive, review, research and respond to the Department of Justice regarding CLETS/NCIC validations.

Receive, review, research and respond to routine parking citation complaints; make determination regarding dismissal or fine reduction, within granted authority.

Implement both internal and external audit findings, as directed.

Perform all duties related to managing the False Alarm Program including running reports, processing citations, and acting as a liaison to the vendor.

Process payment requests and calculate billable hours for officer off duty contract work; collect and process revenue generated by department; research and resolve discrepancies; prepare deposit.

Perform a variety of general administrative tasks such as receiving and processing incoming mail, inputting payroll, and ordering office supplies.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related work as required.

MINIMUM QUALIFICATIONS

Police Records Clerk I

Knowledge of:

Principles and procedures of record keeping and reporting.

Modern office equipment and procedures including use of a variety of software applications.

Customer service principles and public relations techniques.

English usage, spelling, grammar and punctuation.

Ability to:

Learn, interpret, apply and explain basic Police Department policies and procedures related to the maintenance and release of reports.

Intermittently review documents related to department operations; observe, identify and problem solve procedural issues.

On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Maintain the confidentiality of records.

Receive, research and resolve questions from the public, outside agencies and other City departments.

Analyze situations carefully and adopt effective courses of action.

Conduct research.

Use a personal computer and a variety of software applications.

Plan and organize workload.

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

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

No experience is required. Two years of increasingly responsible clerical and administrative support experience is preferred.

AND

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Police Records Clerk II

In addition to requirements for the Police Records Clerk I:

Knowledge of:

Local and State laws governing the release and distribution of law enforcement records.

Proper use of various law enforcement databases and software.

Ability to:

Independently receive, review and process police reports, records and related documents, ensuring compliance with the Public Records Act.

Read, interpret and apply laws, rules and directions.

Use independent judgment and personal initiative.

Know, understand, interpret and explain department and program policies and procedures.

Effectively resolve the more difficult customer service issues.

Experience and Training

Experience:

Two years of responsible experience performing duties similar to that of a Police Records Clerk I with the City of Roseville.

AND

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

06-26-19

04-03-18

03-09-16

08-25-12

08-18-03

05-16-97

12-14-90

10-01-88 Police Records Clerk I/II

11-19-79 Police Receptionist