

**CITY OF EMERYVILLE/MESA**

**Created: June 2016**  
**TITLE: POLICE RECORDS SPECIALIST**  
**FLSA: NON-EXEMPT**  
**Class Code: 1241**

**POLICE RECORDS SPECIALIST**

**DEFINITION**

Under general supervision, performs specialized clerical and customer service work involving the receiving, maintenance, filing and dissemination of police records, case files, and related information; maintains complex internal automated record systems, and accesses and updates state and federal criminal history data systems; acts as a cashier for the department; and assists callers and visitors by supplying information or directing requests.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Professional Services Captain or his/her designee. Exercises no supervisory duties.

**CLASS CHARACTERISTICS**

This is a specialized clerical classification in the Police Department. The complexity of training, regulations and procedural structure has the potential for significant consequence of error in the majority of transactions involving automated records systems.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Types logs and forms such as memoranda, form letters, envelopes, police clearances, licenses and permits, declarations, court appearance calendars, and misdemeanor complaints using a computer keyboard.

Duplicates materials and distributes to other agencies/departments.

Responds to information requests by researching, collecting and disseminating authorized information to other law enforcement, governmental and social service agencies.

Responds to officers' request for information by using microfiche reader, printer, optical retrieval system and accessing various computer systems.

Researches, retrieves, and prints information contained within the automated Records Management System and the Computer Aided Dispatch system.

Monitors automated storage queue for incoming documents and processes according to priority, proofreading documents for accuracy and completeness.

Enters a variety of information such as personal identifiers, vehicle information, property descriptions, serial numbers, criminal offense codes, tattoos, etc. from several different types of documents into the automated RMS.

Performs complex automated quality control verification that all system required information is entered into the RMS from police reports.

Scans hard copy documents into automated RMS, indexing various fields and routing for electronic distribution to appropriate investigative unit.

Files hard copy materials numerically and/or alphabetically into established filing system.

Makes inquires, collects and enters information regarding private party impound and repossessed vehicles gathered over the telephone into the automated RMS and the State automated Stolen Vehicle System.

Assembles materials and prepares misdemeanor citation packets for court.

Retrieves, prints and duplicates documents utilizing microfilm reader, optical retrieval system, Records Management System and hard copy files.

Receives and sorts incoming mail; removes cash and checks, keeping log of receipted amounts and requestor information.

Determines requests that require detective approval, forwards and maintains log for tracking and follow-up.

Maintains regular contact, via correspondence and phone, with insurance companies and individuals requesting reports.

Maintains the confidentiality of all information assimilated and utilized on the job.

Consults legal and governmental resource materials as needed.

Answers phone inquiries and non-emergency calls from the public and other law enforcement and governmental agencies; and assists the public, other law enforcement and governmental personnel at the service counter.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern office equipment and office procedures.
- Word processing, spreadsheet, and/or database programs.
- Filing procedures (alpha and numeric).
- English usage, spelling, grammar and punctuation.
- RMS data entry procedures.

- Rules and regulations pertaining to records release.
- Police terminology and law enforcement codes.
- Problem-solving techniques.
- Modern police recordkeeping procedures.

**Ability to:**

- Organize and maintain recordkeeping systems.
- Maintain accurate filing systems.
- Enter a variety of information with a high degree of speed and accuracy.
- Proofread text and data fields for accuracy and compliance with entry rules.
- Perform a full range of police records duties.
- Make arithmetic calculations with speed and accuracy.
- Operate modern office machines, including computer terminals, microfiche readers and large volume copiers.
- Learn the organization, procedures and operating details of the City and the Police Department.
- Follow oral and written directions.
- Speak clearly and distinctly.
- Work irregular days and hours and with a high level of interruption.
- Exercise considerable independent judgement in interpreting and applying Police Department policies and procedures and complying with federal and state regulations.
- Work in a highly-structured, rank-oriented environment.
- Work with a high level of interruption.
- Serve the public by telephone and at a public counter in situations that may be stressful.
- Understand pertinent procedures and functions quickly and apply them without immediate supervision.
- Analyze situations and adopt effective courses of action.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

**Education and Experience:**

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

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade. Additional business or computer courses are desirable. One year of full-time experience performing journey-level police record keeping, other general clerical work, and assisting the public. Previous experience working in a law enforcement support position is desirable.

**Licenses and Certifications:** Possession of, or ability to obtain, a valid California Driver's License by time of appointment. Position also requires a background check and pre-employment medical examination.

**PHYSICAL DEMANDS**

Eye sight sufficient to read data, memos, spreadsheets, vouchers, computer screens; manual

dexterity to operate a personal computer, typewriter, photocopier, word processor; ability to sit for extended periods; stand , walk, bend reach above and below shoulders, lift and carry objects weighing up to 20 pounds, work occasional long hours.