

CITY OF BREA

**POLICE RECORDS CLERK
POLICE RECORDS TECHNICIAN**

DEFINITION

To perform a wide variety of general clerical and data entry duties required to process and maintain police department records; to receive incoming telephone calls; to assist the public and police personnel by providing accurate factual information.

DISTINGUISHING CHARACTERISTICS

Police Records Clerk - This is the entry level class in the Police Records clerical series. Positions in this classification are distinguished from the Police Records Technician level in that incumbents lack a complete knowledge of specialized police department records, policies and procedures, and are not yet able to perform the full range of duties assigned to the journey level without immediate supervision.

Police Records Technician - This is the journey level class in the Police Records clerical series. Positions in this classification are flexibly staffed and are normally filled by advancement from the Police Records Clerk level, or, when filled from the outside, require prior experience performing clerical support for a police department. Appointment to the Police Records Technician level requires that the employee be performing the full range of duties for the classification and meet the qualification standards for the classification. A Police Records Technician is expected to perform assigned duties with only occasional instruction or assistance, and work is normally reviewed only upon completion. Adequate performance at this level requires thorough knowledge of police department records, policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Police Records Clerk

Immediate supervision is provided by higher level police records personnel, and police supervisory or management personnel.

No supervision is exercised.

Police Records Technician

General supervision is provided by higher level police records personnel, and police supervisory or management personnel.

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May exercise technical supervision over Police Records Clerk positions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS - Essential job functions may include, but are not limited to, the following: *(These functions may not be present in all positions in this classification. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed).*

Process, type, transcribe, file, record and retrieve a wide variety of police records, reports, forms, memos, letters, complaints and court documents involving information of a confidential nature.

Assemble and type material from transcribing equipment or tapes, rough drafts, and verbal instructions; correct errors in grammar, punctuation and spelling.

File various types of documents, records and reports by alphabetical, numerical, and subject matter classification.

Operate computer terminal, teletype, and radio unit to obtain or extract pertinent data.

Assist sworn field personnel by searching records and requesting information from other law enforcement agencies in conjunction with field investigations being carried on by department personnel.

Respond to questions, complaints, and requests from the public in accordance with departmental procedures.

Compile, tabulate, record, type and check statistical data and prepare related reports.

Work evenings, weekends, and holidays, as required.

Perform related duties as assigned.

QUALIFICATIONS

Police Records Clerk

Knowledge of:

Correct English usage, spelling, grammar, and punctuation.

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Modern office procedures, methods and equipment.

Procedures and techniques for dealing with the public tactfully.

Ability to:

Type at a speed of 50 net words per minute.

Perform routine clerical work.

Learn to operate office machines, teletype and radio equipment.

Learn police records office methods, rules and policies.

Understand and carry out oral and written directions.

Work various shifts as assigned.

Establish and maintain effective working relationships with City personnel and with the public, including those with uncooperative or resistant attitudes.

Communicate effectively, orally and in writing.

Experience and Education:

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities, and enable the individual to successfully perform the essential functions of the position. A typical combination is:

Experience

No directly related experience required.

Education

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

Police Records Technician

In addition to the qualifications for Police Records Clerk:

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Knowledge of:

Principles, codes, regulations and laws governing police records management.

Modern police records office procedures, equipment and techniques including principles of records keeping and automated information systems.

Organization, procedures and operating details of the Police Department.

Ability to:

Operate radio unit, computer terminal, and teletype equipment as used by the City of Brea.

Analyze situations quickly and exercise independent judgment.

Experience and Education:

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities, and enable the individual to successfully perform the essential functions of the position. A typical combination is:

Experience

One year of increasingly responsible police clerical experience comparable to that of a Police Records Clerk in the City of Brea.

Education

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

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS include, but are not limited to, the following:

Ability to:

Frequently sit, stand, move to and from work areas, reach, lean, twist, turn, grasp, lift, push, pull, bend and kneel; sit for prolonged periods of time.

Input data into computer for prolonged periods of time.

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Hear material from transcribing equipment and tapes.

Hear and speak to the general public and City staff on the telephone and in person; and to police personnel on the radio, the telephone and in person.

Read police records, reports, forms, memos, letters, complaints and court documents.

Exposure to:

Vibrations and pitch of computer, typewriter, photocopier and other office equipment.

Background noise and static from radio communications.

Computer glare.