



City of Woodland

POLICE RECORDS SPECIALIST/SENIOR POLICE RECORDS SPECIALIST

DEFINITION

To perform routine non-hazardous police office activities.

DISTINGUISHING CHARACTERISTICS

Police Records Specialist:

This is the entry level class in the Police Records Specialist series and is distinguished from the Senior Police Records Specialist in that work is generally routine and repetitive, and does not perform the full range of duties assigned to senior level. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks.

Senior Police Records Specialist:

This is the journey level class in the series and is distinguished from the Police Records Specialist level by the ability to perform the full range of duties assigned with only occasional instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED

Police Records Specialist:

General supervision is provided by a Police Sergeant, Police Records Manager, Lieutenant or his/her designee. No supervision exercised.

Senior Police Records Specialist:

No supervision exercised, but will act in a lead role of Police Records Specialists.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

File routine reports and correspondence; perform general clerical duties using typewriter and computer. Respond to citizen requests for information and assistance. Complete minor reports as required. Retrieve and input data into computer terminal. Receive calls and take messages. Accumulate data and prepare monthly statistical reports. Process requests for copies of reports from both citizens and other criminal justice agencies. Inventory supplies and order when necessary. Process monies and fees via the cash register, prepare licenses and permits, prepare and issue bills, complete citation sign-offs. Prepare correspondences to victims of crime. Complete and prepare background

and record checks. Process voluntary bookings and court ordered registrations. Perform Live Scan digital finger printing. Assist in the transportation of property and evidence. Assist in preparation for the auction of property. Purge files. Provide relief for full-time Community Services Officers. Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work to complete assigned tasks.

QUALIFICATIONS

Police Records Specialist:

Knowledge of:

Correct English usage, spelling, grammar and punctuation. Modern office methods, procedures and equipment. Recordkeeping principles and procedures.

Skills to:

Learn and apply operating policies, procedures and methods of Police Department. Learn to operate telephone, computer and teletype equipment. Learn cash handling procedures. Understand and carry out both oral and written directions. Complete routine statistical reports.

Ability to:

Verify and check files and data. Perform routine clerical work including maintenance of appropriate records and preparation of general reports; as needed perform complex, responsible and confidential clerical and technical duties. Communicate clearly and concisely, both orally and in writing; work cooperatively with others.

Minimum Education and Experience

Education:

High School diploma or equivalent.

Experience:

One year of general administrative office work experience or six months of administrative office work in a law enforcement agency. Prefer experience with substantial public interaction.

Senior Police Records Specialist:

Knowledge of:

Correct English usage, spelling, grammar and punctuation. Modern office methods, procedures and equipment. Recordkeeping principles and procedures.

Skills to:

Apply operating policies, procedures and methods of Police Department. Operate telephone, computer and teletype equipment. Understand and carry out both oral and written directions. Complete routine statistical reports. Operate computers.

Ability to:

Establish and maintain effective working relationships with those contacted in the course of work. Perform a wide variety of complex, responsible and confidential clerical and technical duties. Communicate clearly and concisely, both orally and in writing; work cooperatively with others.

Education:

High School diploma or equivalent. Additional college coursework or vocational training is highly desirable.

Experience:

Prefer one year experience as a Police Records Specialist or work experience with substantial public interaction.

License or Certificate

Required upon hire, possession of a valid California driver's license.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.