

## **RECORDS CLERK**

### **GENERAL PURPOSE**

Performs a variety of administrative and record keeping functions including but not limited to data entry via a computer, customer service, answering phones and records maintenance.

### **SUPERVISION RECEIVED**

Works under the close supervision of the Police Records Manager.

**SUPERVISION EXERCISED: None.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Organizes, assembles and files Criminal Offender Record Information and other police records, both current and archival.

Purges and destroys old police records and files.

Receives incoming calls, determines nature and urgency of calls, and coordinates appropriate response.

Operates a cash register during the course of selling permits, accepting various payments, and releasing vehicles.

Provides a variety of police related information to the public and governmental agencies & conducts tours of police department.

Coordinates repairs and service on city-owned equipment.

Receives, stamps and distributes mail, processes outgoing mail.

Acts as court liaison, processing and tracking subpoenas.

Assists in training and supervising student interns and new or subordinate employees.

Secures and maintains evidence and associated monitoring and record keeping.

Issues, maintains and tracks parking permit program.

Administers the city's parking adjudication program.

Prepares and composes a variety of reports, correspondence and forms.

hand truck.

Transports files, parking meter proceeds and supplies weighing up to 60 pounds requiring use of

Fingerprints members of the public, when required, for various licenses or permits.

Maintains daily police blotter.

Records and files citations; maintains report files.

Enters and queries a variety of law enforcement management systems, i.e., LEADS, DMV, CLETS, NCIC, etc.

Prepares the Uniform Crime Reports (UCR) and monthly arrest and citation register (MACR).

Processes and tracks all 11590 and 290 registrants.

Provides administrative support for the Lieutenants and Police Chief, as well as the investigation unit.

Distributes vehicle abatement letters.

Maintains and orders all office supplies.

Maintains Departmental Manual.

Designs police flyers and brochures.

Sign-off correctable moving violation tickets

Processes special event permits.

Maintains and tracks all police invoices, process to appropriate accounts.

Daily deposit reconciliation.

Credit Consulting Service liaison, responsible for processing all DUI/Booking Fee reimbursements.

Order and track coin machine in Pacific Cove parking lot.

Perform record clerk job functions in offsite locations.

### **PROPERTY DUTIES AND RESPONSIBILITIES**

Responsible for destruction of guns and biohazard items.

Process and track court requests.

Testifies in court as necessary.

Organize property to auction.

Asset forfeiture – distribution of funds, maintains respective bank account.

Maintains bank account for found and auctioned property.

### **DESIRED MINIMUM QUALIFICATIONS**

General: (A) Must be 18 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid California driver's license; (C) No felony convictions or disqualifying criminal histories; (D) Must be able to read and write the English language.

#### **Education and Experience:**

(A) High school diploma or GED equivalent; and (B) Two years of general office or records management experience, or (C) An equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

(A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;  
(B) Proficiently learn and operate listed tools and equipment.  
(C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to follow verbal and written instructions.

### **TOOLS AND EQUIPMENT USED**

Telephone, personal computer including Windows 95 and specialized software (45 wpm keyboard skill), copy machine, fax, cash register, calculator, hand truck.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet to moderately noisy.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 8/19/98

Revised: 3/20/03.