CITY OF FOLSOM

SENIOR POLICE RECORDS CLERK

DEFINITION

Under general supervision, perform a variety of complex and/or lead clerical duties in support of the Police Department. Incumbents may oversee, monitor, and/or direct the work of lower level personnel.

DISTINGUISHING CHARACTERISTICS

The Senior Police Records Clerk is the lead or specialist level in the series. In the lead assignment, incumbents provide direction to lower level staff including assigning, directing, and reviewing the work of staff. In the specialist assignment, incumbents work on specialized projects containing a high number of complex and difficult tasks and assignments. Positions at this level are distinguished from those in the lower classification of Police Records Clerk by the independence with which they perform their duties of handling the most difficult and complex work and performing leadwork.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Serve as a leadworker by assigning and monitoring the work of Police Records Clerks or other lower level staff.
- Act as a technical resource on more difficult problems or specialized issues that include assisting employees in the interpretation and application of regulations, policies, and procedures related to the department's programs and automated systems.
- Greet and assist the public at the front counter and on the phone, which may include responding to inquiries, giving directions, replying to citizen complaints, and obtaining caller information before routing phone call to dispatch.
- Enter data from citations and police records into a database and compile statistics as requested.
- Apply federal, state, and local laws regarding the maintenance and dissemination of police reports and records.
- Maintain subpoena logs, route subpoenas for service, notify officers of changes in subpoenas, provide daily updates of subpoenas on the hotline, and monitor officers' vacation and training schedules for subpoena purposes.
- Prepare reports to be sent to the District Attorney's Office, courts, and other agencies.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Modern office practices and departmental specific methods, procedures, policies, and regulations.
- Federal, state, and local laws regarding the maintenance and dissemination of police reports, records, and other information.
- English grammar, spelling, vocabulary, and punctuation.
- Common word processing, spreadsheet, and database software packages.
- Basic arithmetic.

Ability to:

- Understand and carry out oral and written instructions.
- Effectively communicate verbally and in writing.
- Accurately and quickly enter data into automated system.
- Answer a variety of questions related to departmental programs and processes.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Two (2) years of full-time experience performing clerical and administrative duties in a law enforcement environment that involved extensive public contact, data entry, and/or file management.

License, Certificate, Registration Requirements:

Some positions may require possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: