

## CLASSIFICATION SPECIFICATION

**CITY OF MARYSVILLE, CA**

**Date: August 2017**

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<b>CLASS TITLE:</b>	<b>Police Records Clerk</b>	<b>JOB CODE:</b>	<b>10729</b>
<b>WORKING TITLE:</b>	<b>Records Clerk</b>	<b>FLSA STATUS:</b>	<b>Non Exempt</b>
<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>	<b>HIRING STATUS:</b>	<b>Career</b>

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### **JOB SUMMARY**

Under general direction, and in accordance with established procedures, the Police Records Clerk is expected to perform a variety of duties with only occasional instruction or assistance which includes varied and moderately difficult work relating to Police Department records and associated automated information systems. A Police Records Clerk must work productively even with limited supervision by following established procedures and practices. Accuracy and attention to detail is essential, as work is normally reviewed only for over-all results. Incumbents have significant contact with the public and outside agencies, which requires strong personal interaction skills.

General direction is provided by an assigned supervisor. This position has no direct or indirect supervision of other personnel.

### **DISTINGUISHING CHARACTERISTICS**

The Police Records Clerk is responsible for the collection, collating, retention, and control of a variety of documents and reports held by the Department. The Police Records Clerk conducts records audits and verifications as required by the Department guidelines and/or State law, maintains statistical records required by the state and federal governments, and coordinates reports for the Department and general public. The Police Records Clerk must develop and maintain positive public relations with an emphasis on customer service, have the ability and willingness to work cooperatively in a team environment with other City employees in the course of daily work, and be responsible for carrying out the mission of the City and Department and adherence to the City's and Department's organizational values.

### **EXAMPLES OF WORK**

Examples of Work are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

Provides continuous support in carrying out the mission of the department, as amended from time to time, including:

- Perform the technical aspects of collecting, collating, retaining and controlling various documents and reports held by the Department.
- Enter, query and retrieve information from the records management system, CLETS, NLETS, NCIC and other related databases.
- Maintain statistical records required by the State and Federal government.
- Conduct record audits and verifications as required by Department guidelines and/or State law.
- Coordinate various duties and reports for the Department and general public.
- Appear for administrative hearings or court trials.

### **QUALIFICATION REQUIREMENTS**

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EMPLOYMENT STANDARDS (position requirements at entry)**

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the job is qualifying. These employment standards would typically be achieved by possession of a high school diploma, or equivalent, and one year of experience involving frequent public contact requiring the application of rules and procedures in a compliance or law enforcement environment.

**SPECIAL QUALIFICATIONS**

Driver License: Possession of a valid California Driver License at the time of appointment. Loss of the required license is cause for discipline, up to and including termination. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Medical Examination: Employees are required to undergo an extensive pre-employment medical exam.

Probationary Period: Employees must complete twelve (12) months of probation at a satisfactory performance level prior to gaining permanent status.

**KNOWLEDGE, SKILLS, AND ABILITIES (position requirements at entry)**

**Knowledge of:**

- Correct English usage, spelling, grammar and punctuation;
- Modern office methods, procedures, and computer equipment and business software;
- Record keeping principles and procedures
- Computer application including word processing and database or spreadsheet applications
- Filing and records keeping practices.

**Ability to:**

- Listen effectively;
- Communicate clearly, logically, concisely, and persuasively, both in writing and orally;
- Complete assigned tasks relying on broad descriptions of objectives and detailed written policies, rather than on extensive, separate instructions requiring frequent supervision;
- Prioritize workload effectively to meet deadlines under changing conditions;
- Maintain confidential data and information;
- Exercise sound judgment relative to confidential matters encountered in the course of business;
- Establish and maintain effective, cooperative working relationships with individuals and groups encountered;
- Use computers and peripherals effectively in the accomplishment of assignments;
- Meet the physical, psychological and background requirements necessary to safely and effectively perform assigned duties and responsibilities.

**Language Skills:**

- Well-developed listening, writing, and verbal communication skills, including the proper use of legal, financial, and subject matter concepts and terminology, conveyed with the intended audience in mind.

**Reasoning Skills:**

- Well-developed ability to define operational and technical subject matter problems succinctly, to draw reasonable conclusions therefrom, to conceptualize solutions effectively, and to effectively relate those matters to others. The issues involved will regularly require incumbents to interpret a variety of technical instructions, possibly given in mathematical, diagrammatic or statutory forms.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those which 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.

This position requires the ability to sit for potentially long periods of time throughout the workday. Manual dexterity and vision sufficient to operate computer systems for potentially long periods of time without experiencing abnormal hand, wrist, or eye strain.

Hearing and speech to communicate in person and by telephone.

Requires ability to lift objects over 20lbs. with assistance.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

**WORK ENVIRONMENT**

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

Working conditions in the office area are in a clean working space, well lit, and free from extreme temperatures and humidity.

Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements.

Work product deadlines are common.

Confidentiality is expected.