

JOB DESCRIPTION



POLICE RECORDS CLERK

DEFINITION

Under general supervision, performs complex clerical work relating to Public Safety records, identification, property, provides clerical administration to a wide variety of specialized police programs and performs administrative secretary duties for the Police Command Staff; types from a variety of sources on typewriters and computer equipment; and performs related work as assigned.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Performs a variety of clerical and typing work related to the function to which assigned. (E, M)
- Types a variety of letters, reports, records, memoranda, statistical tables, or other documents from rough draft, and clear copy. (E, M)
- Maintains confidential files and manages all aspects of Police Record Keeping including but not limited to state and federally mandated statistical reporting, employee rosters, training records and auditing, training logistics, payroll, crime, records certification, responses to public records requests, crime tracking statistics and auditing and all agency internal forms and rosters. (E, M)
- Answers questions about routine procedures and policies, or refers calling parties to the proper office as appropriate.
- Assembles and reviews information from various sources for records and reports, and computes and extends figures. (E)
- Composes and answers routine correspondence.
- Collects payments, fines, and fees from the general public for services provided by the Department of Public Safety. (E)
- Opens and distributes Police Department mail.
- Assists in the processing and registration of State-mandated registrants. (E)
- Types and processes legal forms for court; distributes to appropriate locations. (E, M)
- Maintains court calendar for staff. (E, M)
- Process live scan fingerprinting for general public. (E)
- Clerical Administration and Record Keeping for the City of Ukiah Parking Program, Licensing and Permits, Employment Testing and the Abandoned Vehicle Abatement Program. (E,M)
- Performs related work for other departments, as assigned

QUALIFICATIONS

Knowledge of:

- Office and telephone procedures and practices.
- Customer relations and service skills.
- The location of streets and important buildings in the City of Ukiah.
- Modern office equipment, practices, and procedures.

Ability to:

- Handle numerous activities at once (i.e., phone calls, receive visitors) effectively and pleasantly.

- Perform clerical work involving the use of independent judgment and requiring speed and accuracy.
- Type accurately at a speed of 55 words per minute (typing certificate required).
- Use good written and verbal skills, using good English grammar and diction.
- Use good interpersonal skills, including dealing politely and effectively with citizens who may be emotionally upset, excited, or distraught.
- Compile information and prepare reports accurately and efficiently.
- Think and act quickly, calmly, and appropriately in emergency situations.
- Establish and maintain harmonious working relationships with department personnel, supervisors, other City employees, and the general public.

Education and Experience:

Any combination equivalent to graduation from high school and two years of clerical and typing experience. Computer and transcription experience and bilingual abilities preferred.

Necessary Special Requirements:

- Possession of a valid Class C California Driver's License.
- **Current Typing Certificate, net 55 wpm.**

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