

# EXHIBIT F

## SENIOR POLICE RECORDS ASSISTANT



### CLASS SPECIFICATION

#### **CLASS TITLE: SENIOR POLICE RECORDS ASSISTANT**

#### **DEFINITION:**

Under general supervision, provides lead direction and training to assigned police office support staff; performs difficult and/or specialized office support for police operations; performs related work as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

This is the working lead and/or specialist class in the police records support series, with incumbents responsible for providing direction to assigned police office support staff and/or performing the more complex or specialized work assignments. This is not considered a supervisory class in that full authority for the selection and evaluation of employees is not assigned to this level and the number of employees for which direction is provided is limited.

#### **TYPICAL TASKS:** Duties may include, but are not limited to the following:

1. Provides lead direction, training and work review to an assigned office support staff; organizes and assigns work.
2. Sets priorities and follows up to ensure coordination and completion of assigned work.
3. Performs difficult or complex police office support work.
4. Receives, reviews, processes and files a wide variety of court documents such as arrest reports and complaints; enters processed police reports of crimes into the computer system.
5. Records calls received for statistical purposes; receives and answers teletypes and maintains records of the teletypes received.
6. Checks with other agencies to secure warrant information; enters and retrieves information using an on-line or personal computer system; files audit and child court dispositions.
7. Breaks, sorts and organizes citations and other police documents for the court; reviews documents for errors or omissions and refers to appropriate issuing officers for correction.
8. Maintains records and files of all citations, warrants and related police records; checks files for criminal records of subjects for authorized personnel.
9. Receives and makes copies of accident, crime and arrest reports; assists in the sealing and destruction of juvenile and adult records as requested by the courts and in accordance with State guidelines.
10. Issues a variety of permits, collects fees and balances cash receipts on a periodic basis; transmits fees to the proper courts.
11. Maintains retention and purging of police records within mandates of the law; responds to requests for copies of reports in accordance with established Police Department policies and procedures.
12. Provides general public information at the counter; receives non-emergency calls from citizens reporting crimes, refers callers to appropriate staff or other agencies for handling.

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13. Receives, sorts, and distributes mail; logs stolen, recovered and towed vehicles; receives and processes criminal and traffic warrants.
14. Provides clerical support for assigned special projects; may provide court testimony as required.

#### **MINIMUM REQUIREMENTS:**

A typical way of gaining the knowledge and skills required for this classification is:

Two years of responsible law enforcement office assistant experience equivalent to the City's Police Records Assistant II classification.

**Knowledge of:** Basic supervisory principles and practices; office management practices and procedures including filing and the operation of standard office equipment; proper form for typed materials and correct English usage, including grammar, spelling and punctuation; basic police recordkeeping principles and procedures; basic data processing principles and the use of word processing or personal computing equipment; basic business arithmetic.

**Skills in:** Performing detailed office support work accurately; organizing and maintaining office records and files; communicating tactfully and effectively with the public; making accurate arithmetic calculations; using initiative and sound judgment within established guidelines; operating standard office equipment, including a word processor; prioritizing work and coordinating several activities; establishing and maintaining effective working relations with those contacted in the course of the work; typing accurately at a rate of 40 net words per minute from printed copy.

**NOTE:** Specified positions may require skill in taking dictation by hand or stenographic machine at a rate of 80 words per minute and transcribing it accurately.

**Special Requirements:** Specified positions may require the possession of a valid California Driver's License. Must be willing to work off-hours and be willing to work week-end and holiday shifts. Must be able to pass a detailed background investigation.

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