

EXHIBIT E

CLASS TITLE: POLICE RECORDS ASSISTANT I/II



CLASS SPECIFICATION

CLASS TITLE: Police Records Assistant I/II

DEFINITION: Under general supervision, performs a variety of routine to difficult office support work in support of Police Department operations including receptionist duties, typing, word processing, recordkeeping and filing; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: Police Records Assistant I: This is the entry level class of the Police Records Assistant series. Initially, under close supervision, incumbents learn Police Department and City policies and procedures. As experience is gained there is greater independence of action within established guidelines. This class is alternatively staffed with Police Records Assistant II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Police Records Assistant II: Is the journey level class of this series, fully competent to independently perform a variety of police office support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. This class is distinguished from the Senior Police Records Assistant in that the latter class performs the more complex and/or specialized police support work duties.

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

- Learns and properly interprets California penal, vehicle, and government codes including the California Public Records Act.
- Performs a variety of recordkeeping functions including filing, indexing, copying, routing and disseminating reports, records, and data; responds to requests for copies of reports, and releases records and information in accordance with relevant laws, department regulations, and court decisions; maintains confidential criminal records pertaining to law enforcement activity.
- Reviews reports for accuracy for Uniform Crime Reporting and FBI statistics.
- Receives and answers teletypes and maintains records of teletypes received.
- Operates data entries and queries automated and manual criminal justice information systems; updates the Record Management System (RMS); researches status of cases.
- Updates and files adult and juvenile court dispositions in Records Management System.
- Sorts, organizes, and distributes citations and other police documents; reviews documents for errors or omissions and refers to appropriate issuing employee for correction.
- Accepts subpoenas as necessary and complies with subpoenas by preparing, copying, and distributing records.
- Checks files for criminal records of subjects for authorized personnel.
- Assists in the sealing and destruction of juvenile and adult records as requested by the courts and in accordance with State guidelines.
- Issues a variety of permits, collects fees, handles billings, and balances cash receipts on a periodic basis.
- Maintains retention and purging of police records within mandates of the law and established City retention schedule.
- Provides information and assistance in person and via phone to the public, city staff, and department personnel; receives non-emergency calls from citizens reporting crimes; refers callers to appropriate staff or other agencies for handling.
- Registers, fingerprints, and photographs specified offenders; collects DNA samples from registrants.

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- Fingerprints and/or Live Scans citizens and/or prospective employees.
- Logs stolen, recovered and towed vehicles; receives and processes criminal and traffic documents.
- 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:

Police Records Assistant I: Equivalent to one year of office support experience which has included contact with the public.

Police Records Assistant II: In addition to the above, one additional year of general clerical or office assistant experience equivalent to the City" Police Records Assistant I class. Law enforcement support experience is desirable.

NOTE: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of: Office practices and procedures including filing and the operation of standard office equipment; correct English usage, including grammar, spelling and punctuation; basic recordkeeping principles and procedures; basic data processing principles and the use of word processing or personal computer equipment; basic business arithmetic.

Skills/Ability: Performing detailed office support work accurately; ensuring confidentiality of records/information according to laws, regulations, statute, and policies; organizing and maintaining office records and files; communicating tactfully and effectively with people of diverse socio-economic and temperament backgrounds; making accurate arithmetic calculations; using initiative and sound independent 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.

Special Requirements: Specified positions may require possession of a valid California Driver's License. Must be willing to work off-hours and be willing to work weekend and holiday shifts. Must be able to pass a detailed background investigation including a polygraph examination. Some positions allocated to this classification may require bilingual skills.

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