

# EXHIBIT A



## CLASS SPECIFICATION

**CLASS TITLE:**        **Police Records Specialist I/II**

**DEFINITION:**

Under general supervision, performs specialized office support and technical work in support of the Police Department operations, including preparation and maintenance of police reports and assisting law enforcement personnel and public as appropriate.

**DISTINGUISHING CHARACTERISTICS:**

Police Records Specialist I: This is the entry level class of the Police Records Specialist 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 Specialist 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 Specialist 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 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 Specialist in that the latter class performs the more complex and/or specialized police support work duties.

**EXAMPLES OF DUTIES:**

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 sensitive criminal records pertaining to law enforcement activity.
- Reviews documents for errors or omissions and refers to appropriate issuing employee for correction. Reviews reports for accuracy for Uniform Crime Reporting/National Incident Based Reporting and FBI statistics
- Operate a computer terminal for data entries and queries into 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. Checks files for criminal records of subjects for authorized personnel. Maintains retention and purging of police records within mandates of the law and established City retention schedule. Assists in the sealing and destruction of juvenile and adult records as requested by the courts and in accordance with State guidelines.
- 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.

## **EXHIBIT A**

- Sorts, organizes, and distributes citations and other police documents.
- Accepts subpoenas as necessary and complies with subpoenas by preparing, copying, and distributing records.
- Issues a variety of permits, collects fees, handles billings, and balances cash receipts on a periodic basis
- Registers, fingerprints, and photographs specified offenders; collects DNA samples from registrants. 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.
- Performs related duties as assigned.

### **QUALIFICATIONS:**

#### **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.

#### **Ability to:**

- Perform detailed office support work accurately.
- Ensure confidentiality of records/information according to laws, regulations, statute, and policies; organizing and maintaining office records and files.
- Prepare and maintain accurate and concise records and reports.
- Work under stress or in emergency situations.
- Organize and maintain office records and files.
- Communicate tactfully and effectively with people of diverse socio-economic and temperament backgrounds.
- Use initiative and sound, independent judgment within established guidelines.
- Operate standard office equipment.
- Prioritize work and coordinating several activities.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Type accurately at a rate of 35 net words per minute from printed copy.

#### **Education and Experience:**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way of gaining the knowledge and abilities required for this position would be:

Police Records Specialist I: Equivalent to one year of office support experience which has included contact with the public. Ability to obtain a P.O.S.T. Basic Records Certificate within the first six months of employment.

Police Records Specialist II: In addition to the above, one additional year of general clerical or office Specialist experience equivalent to the City Police Records Specialist I class. Possession of a P.O.S.T. Basic Records Certificate is also required. Experience in a law enforcement agency including experience with a law enforcement records management system and/or CLETS is highly desirable.

## EXHIBIT A

Special Requirements: 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.

Employment Type: Full-Time Classified

Bargaining Unit: NCEA

FLSA Status: Non-exempt

Established: July 1990

Revised: February 21, 2017; September 17, 2019

Class Code: