

EXHIBIT C



CLASS SPECIFICATION

CLASS TITLE: **Senior Police Records Specialist**

DEFINITION:

Under direction, leads and reviews the work of staff responsible for performing a wide variety of technical and/or specialized office support in the Police Department's Records Division. Leads and participates in performing a variety of complex clerical duties; responds to questions and inquiries from the general public and other law enforcement agencies; and performs related duties 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. The incumbent performs the full range of duties of a Police Records Specialist in addition to assigning, overseeing and reviewing the work of the staff assigned to the work unit. 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.

EXAMPLES OF DUTIES:

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

- Provides lead direction, training, and work review to assigned support staff responsible for performing duties related to the operation of the Police Department's Records Bureau; organizes and assigns work to support staff; participate in performing the work of the unit, and performs the most complex work of the unit, including addressing technical issues and making operational decisions in coordination with supervisory and management staff.
- Performs the full range of Police Records Specialists duties; performs a wide variety of technical and clerical duties to support departmental operations, including those related to collecting, indexing, processing, maintaining, retrieving, copying and distributing technical and confidential law enforcement data and information, including police reports, citations, protective orders and subpoenas.
- Reviews and audits daily work performed by Police Records Specialists to ensure accurate reporting to the Department of Justice and to ensure correct information for filing of criminal cases with the District Attorney's Office or the Court.
- Enters and retrieves information using an on-line or personal computer system; files adult and juvenile court dispositions; conducts periodic quality control of data input for corrections and merging.
- Maintains records and files of all citations, and related police records; checks files for criminal records of subjects for authorized personnel. 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, procedures and laws. Familiar with the California Public Records Act.

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- 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.
- May issue a variety of permits, collects fees and balances cash receipts on a periodic basis; transmits fees to the proper courts. Orders supplies and process invoices to be paid.
- 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.
- Provides support for assigned special projects, including providing input on records related policies and procedures
- May provide court testimony as required.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Leadership 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 business arithmetic.
- Computer applications including Microsoft Office Suite.

Ability to:

- Perform detailed office support work accurately.
- Organize and maintain office records and files.
- Communicating tactfully and effectively with the public.
- Make accurate arithmetic calculations.
- Use initiative and sound judgment within established guidelines.
- Operate standard office equipment.
- Prioritize work and coordinating several activities.
- Establish and maintain effective working relations 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 and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Two years of responsible law enforcement office assistant experience equivalent to the City's Police Records Specialist II classification. 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, CLETS and NCIC is highly desirable.

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

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Bargaining Unit: NCEA
FLSA Status: Non-exempt

Established: July 1990
Revised: September 17, 2019
Class Code