



City of Woodland

SENIOR POLICE RECORDS SPECIALIST

DEFINITION

To perform routine non-hazardous police office activities.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Sergeant, Police Records Manager, Lieutenant or his/her designee. Technical or functional supervision may be provided by higher level police personnel. The Senior Police Records Specialist is a journey level position and will perform responsible and technical assignments in support of the department; and provides lead supervision of the Police Records Specialist.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

File routine reports and correspondence; perform general clerical duties using typewriter and word processor. Respond to citizen requests for information and assistance. Complete minor reports as required. Retrieve and input data into computer terminal. Receive calls and take messages. Accumulate data and prepare monthly statistical reports. Process requests for copies of reports from both citizens and other criminal justice agencies. Inventory supplies and order when necessary. Process monies and fees via the cash register, prepare licenses and permits, prepare and issue bills, complete citation sign-offs. Prepare correspondences to victims of crime. Complete and prepare background and record checks. Process voluntary bookings and court ordered registrations. Perform fingerprinting and Live Scan digital printing. Assist in the transportation of property and evidence. Assist in preparation for the auction of property. Purge files. Provide relief for full-time Community Services Officers. Regular and consistent attendance.

QUALIFICATIONS

Knowledge of:

Correct English usage, spelling, grammar and punctuation. Modern office methods, procedures and equipment. Recordkeeping principles and procedures.

Skills to:

Apply operating policies, procedures and methods of Police Department. Operate telephone, computer and teletype equipment. Understand and carry out both oral and written directions. Complete routine statistical reports. Operate computers.

Ability to:

Verify and check files and data. Perform routine clerical work including maintenance of appropriate records and preparation of general reports. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Education and Experience

Education:

High School diploma or equivalent. Additional college coursework or vocational training is highly desirable.

Experience:

One year of general administrative office work experience or six months of administrative office work in a law enforcement agency. Prefer one year experience as a Records Specialist or work experience with substantial public interaction.

License or Certificate

Required upon hire, possession of a valid California driver's license.

Council Action: June 20, 2006