

## **CITY OF FONTANA POLICE RECORDS SPECIALIST I/II**

**DEFINITION:** Under general and/or immediate supervision, performs a wide variety of responsible and complex clerical duties; interacts with and assists department personnel, other law enforcement agencies and the public with requests for information.

### **DISTINGUISHING CHARACTERISTICS**

Police Records Specialist I – This is the entry level class in the Police Records Specialist series. This class is distinguished from the Police Records Specialist II by the performance of the more routine clerical tasks and duties assigned to positions within the series including preparing preliminary drafts of police reports; revising, correcting and critiquing reports; and printing copies for distribution. Assignments are generally limited in scope, and duties are standardized and within clearly defined procedural framework. Since this class is typically used as a training class, employees may have limited or no directly related work experience.

Police Records Specialist II – This is the full journey level class within the Police Records Specialist series. Employees within this class are distinguished from the Police Records Specialist I by the performance for the full range of duties as assigned including varied and complex file maintenance responsibilities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This classification is expected to participate in the training and evaluation of new records staff. Positions in this class are flexibly staffed and are normally filled from advancement from the Records Specialist I level, or when filled from the outside require prior related work experience.

**ESSENTIAL FUNTIONS** – Incumbents must have the ability to:

- Type, record, file and retrieve a wide variety of police records, reports and materials including memos, letters, reports, complaints, booking information, warrants, subpoenas, citations, and crime and traffic reports.
- Maintain confidential data and information.
- Learn and apply current laws relating to confidentiality and dissemination of information from law enforcement records.
- Learn and use a variety of computer systems and their related software and adapt to new systems as changes occur.
- Perform data entry to local, state and national computer systems.
- Access and interpret responses from a variety of local, county, State, and national computer systems.
- Utilize word processing software to compose memos and correspondence, and to complete various forms.
- Receive and respond to requests for information from department personnel, outside agencies and the general public.
- Assist the CLETS Agency Terminal Coordinator with validations and audits of records.
- Analyze and code police reports for statistical purposes.

- Assist with service at the Police reception desk, give appropriate information, receive cash payments, and balance cash and receipts at the end of the shift.
- Accept for service and appropriately process subpoenas for department employees.
- Assemble and distribute crime reports and related documentation to appropriate department and city personnel, prosecution agencies and the general public.
- Enter and retrieve information from a variety of archival sources including optical disk, CD-ROM, microfilm, and hard disk.
- Verify accuracy of, and correct errors in own work and the work of others.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required. Acute hearing is required when providing phone and counter assistance.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

#### Police Records Specialist I

- Modern office procedures, methods, computer equipment and related software.
- Procedures and techniques for dealing with the public in a tactful but firm manner.
- English usage, spelling, grammar and punctuation.
- Principles and procedures of record keeping.

#### Police Records Specialist II

In addition to the qualifications for Police Records Specialist I, incumbent must have the knowledge of:

- Applicable Federal, State and local laws, codes and regulations.
- Principles and practices of training new records staff on departmental processes and systems.
- Established departmental and divisional policies, operating procedures and methods.
- Principles and practices of law enforcement records processing.

**Experience:** Police Records Specialist I - Some general clerical experience is desirable. Police Records Specialist II - Two years of general clerical work experience including successful completion of specific POST records courses.

**Education:** Police Records Specialist I - Completion of the twelfth grade or GED. Police Records Specialist II - Completion of the twelfth grade or GED, supplemented by clerical course work or a closely related field.

**Skills:** A typing speed of 40 net wpm.

In addition, advancement from a Police Records Specialist I to a II requires incumbent to have successfully completed probation and have demonstrated competency in all phases, duties and responsibilities of the position and have recommendation from supervisory and management staff.

**Licenses/Certifications:** Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License.