

POLICE RECORDS SPECIALIST

Definition:

Under general supervision performs specialized police-related records management, data entry and recordkeeping duties; updates and maintains records and files; performs matron duties for female prisoners as assigned and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Operates a personal computer, printer, applicable software and typewriter to prepare a wide variety of specialized documents and reports, process forms and produce correspondence.

Collects and records bail payments.

Processes the paperwork of all arrested persons for submission to the District Attorney or court.

Processes restraining orders and restitution payments.

Acts as a matron to ensure the security of female prisoners as assigned, including patting down and strip-searching female prisoners and visually checking all orifices of the body of a female prisoner.

Reviews criminal citations for accuracy and oversees the authorized destruction of criminal files.

Schedules witnesses for court appearances and maintains court appearance time logs.

Prepares and releases police reports and official responses to court inquiries.

Processes juvenile court orders and motions of discovery.

Prepares Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) mandated criminal statistical reports involving arrest and crime data.

Logs and serves subpoenas and prepares subpoenas duces tecums.

Answers telephone calls and counter inquiries and responds to questions regarding department procedures.

Operates a variety of office equipment.

Orders office supplies and may deal with vendors.

Performs a variety of other recordkeeping/records management duties and other tasks related to the Police Department as needed.

Other Duties and Responsibilities Include:

May direct the work of and assist in the training and scheduling of lower level police records staff.

May lift and move boxes of files and other items weighing 30 pounds or less.

Performs other projects/tasks as assigned.

Class Characteristics:

Police Records Specialist is a multi-incumbent class in the Police Department with duties specifically related to a variety of police records and sensitive law enforcement data. The Police Records Specialist is distinguished from the Police Records Clerk by the Specialist's greater level of knowledge of a specialized area of police records management and greater independence of action and judgment required in interpreting departmental procedures and court practices. All Police Records Specialists assigned to the Police Records Division are assigned to matron duty for female prisoners. Therefore, all Police Records Division Police Records Specialists must be female.

Contacts and Relationships:

A Police Records Specialist establishes and maintains contact with other Police Department staff. Additional contact is made with law enforcement representatives from other agencies, court officials and the general public.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Laws, court practices and departmental procedures relating but not limited to subpoenas, warrants, evidence, trial proceedings, privacy protections and criminal records.

Police records filing, coding and recordkeeping/records management systems.

Computer applications related to area assigned.

English usage, spelling, grammar and punctuation.

Business math.

Filing and indexing methods.

Basic report writing

General office practices and procedures.

Receptionist and telephone techniques.

AND

Ability to:

Perform a variety of responsible and sensitive recordkeeping work and maintain the confidentiality of information as prescribed by law.

Independently manage a specialized records function.

Determine how individual cases should be handled based on departmental policies.

Understand and carry out oral and written instructions independently.

Independently set up and maintain records and complex files.

Assemble data and prepare reports.

Apply rules, regulations and policies applicable to the area assigned.

Make accurate mathematical calculations.

Adhere to multiple deadlines and handle multiple projects.

Operate a personal computer and use applicable software.

Communicate effectively orally and in writing.

Meet the public with courtesy and tact.

Establish and maintain effective relationships with those contacted in the course of work.

Read and write at the level required for successful job performance.

A typical way to obtain the knowledge and abilities is as follows:

Education: Graduation from high school.

AND

Experience: Two years of police records related experience.

Special Requirements Include:

Type at a net speed of 45 words per minute.

Must be able to successfully pass a Police Department pre-employment screening process.

Must be able to work a flexible schedule to accommodate City needs.

If assigned to the Police Records Division must be able to perform as a matron and be able to work a flexible schedule including overtime, emergency callback, shift work, nights, holidays and weekends to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and requires sitting for prolonged periods of time and the use of a computer, keyboard and related equipment. An incumbent stands, walks and may twist, reach, bend, crouch, kneel, climb stairs and ladders and grasp, push, pull, drag and move boxes of files and other office items weighing 30 pounds or less. When performing matron duties, an incumbent may deal with combative prisoners, be exposed to prisoner-related health hazards including blood and other bodily fluids/products, communicable diseases and human-borne parasites. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

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