

RECORDS CLERK



Department:	Police	FLSA Status:	Non-Exempt
-------------	---------------	--------------	-------------------

GENERAL PURPOSE: Under direction of the Communication/Records Manager or his/her designee, coordinates and performs a variety of clerical functions involving the maintenance and release of the Police Department's records; processes public requests for information; assists in maintaining adult/juvenile case files; performs background checks; provides administrative support to the Records Supervisor; and performs other related duties as required.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers incoming calls; responds to public inquiries regarding records policies and procedures.
- Provides assistance in maintaining the Record's Divisions various records and files including criminal records, vehicle repossession files, and background check records.
- Inputs adult/juvenile arrest information, missing persons, stolen vehicles/property, and restraining orders in various National, State, and local computer systems; monitors data for accuracy and completeness.
- Assists in registering narcotic/sex offenders; processes and inputs related information in the California Law Enforcement Telecommunications System (CLETS).
- Performs a variety of case management functions pertaining to adult and juvenile case files; assists in preparing criminal complaints.
- Receives and processes public requests for information; verifies records information as requested by other law enforcement agencies and insurance companies.
- Maintains compliance with regulations and standards governing the processing, filing, retrieval, and distribution of Police Department records.
- Conducts employment background checks as required by local, State, and Federal governmental agencies and/or the general public; processes applicant/criminal fingerprints.
- Provides administrative support to the Records Supervisor; performs a variety of general clerical duties including distributing departmental mail and correspondence.
- Assists in delivering and retrieving correspondence to the District Attorney's Office and/or Court.

JOB DESCRIPTION

Records Clerk

- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associate's Degree in Criminal Justice or related field; AND one year records management and/or general clerical experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Peace Officer Standards and Training (POST) Records Clerk Certificate is required within one year.
- Must possess a valid California Driver's License.

Required Knowledge of:

- Police Department operations, policies, and procedures.
- Records management principles, practices, and standards.
- Regulations governing law enforcement records management activities.
- Principles and practices of office administration.
- General office equipment and standard computer software applications.

Required Skill in:

- Conducting a variety of records management and general clerical functions.
- Maintaining compliance with regulations governing records management activities.
- Performing data entry and monitoring records for accuracy and completeness.
- Processing requests for information/records from outside agencies and the general public.
- Establishing and maintaining cooperative working relationships with other staff, law enforcement personnel, outside agencies, and the general public.

Physical Demands / Work Environment:

- Work is performed in a standard office/law enforcement environment.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.