



## SENIOR RECORDS CLERK

Department:	<b>Police</b>	FLSA Status:	<b>Non-Exempt</b>
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**GENERAL PURPOSE:** Under general supervision of the Communications/Records Manager, 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 Communications/Records Manager; 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.
- Assists with scheduling, coverage and the general supervision of the Records Division.
- Processes report requests from various law enforcement agencies, investigators, insurance adjusters, and the general public.
- 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 Communications/Records Manager; performs a variety of general clerical duties including distributing departmental mail and correspondence.

**JOB DESCRIPTION**  
**Records Clerk, Senior**

- Attends meetings in the absence of or along with the Communications/Records Manager.
- Assists with planning, organization and implementation of Records management systems.
- Compiles and retrieves statistical information; prepares various types of statistical reports as required by the Police Chief, Deputy Police Chief, and City Council.
- Assists with the training of Records Personnel.
- Prepares and submits reports pertaining to arrests, traffic collisions, stolen property/vehicles, missing persons, and restraining orders as required by the Department of Justice and California Highway Patrol.
- Assists in delivering and retrieving correspondence to the District Attorney's Office and/or Court.
- Performs other related duties as assigned or required.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Associate's Degree in Criminal Justice or related field; AND two years records management and/or general clerical experience with one year at Corcoran Police Department; 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.