

## **POLICE RECORDS TECHNCIAN I**

### SUMMARY/PURPOSE

This is the entry-level class within the Police Records Technician series performing routine clerical and technical duties involved in the maintenance of highly confidential records and crime data while learning operations and procedures specific to the Police Department.

### DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are distinguished from the Police Records Technician II level by the amount of guidance and instruction needed to perform duties as assigned, and are not expected to function with the same amount of program knowledge, proficiency, or skill level as positions allocated to the Police Records Technician II. Positions at this level exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in details as they arise.

### ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Type, word process, record and file a variety of police records, reports and materials including memos, letters, reports, complaints, booking information, warrants, citations, and crime and traffic reports from hard copy or dictation.
2. Copy, sort, file, retrieve and distribute a variety of documents and police reports, citations, warrants and other materials to appropriate personnel and to appropriate agencies.
3. Perform receptionist duties, including answer telephones and assist department personnel and the general public by telephone or in person by providing general information regarding departmental policies, procedures, and regulations.
4. Maintain, sort, copy, and distribute reports, and other materials; distribute mail.
5. Perform basic transcription of police reports and typing services.
6. Scan, index, and verify a variety of records and reports into the records management system.
7. Enter and retrieve data in City, local, state, and federal law enforcement automated database systems.
8. Handle basic financial transactions, which may include billing, invoicing, ordering of supplies and receiving monies.
9. With guidance, assemble, code, index, record and summarize a variety of police data including administrative citations, serious crime offenses, stolen, stored, recovered, and towed vehicles, crime reports, booking sheets, file field interrogation cards and related documents.
10. With guidance, release requested reports and related information to the public or to outside agencies in accordance with established regulations.
11. With guidance, complete criminal history background checks and process fingerprint cards as needed.
12. Perform related duties as assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required

1. Education & Experience Requirements:
  - A. High school diploma or GED equivalent; and one (1) year of general clerical experience.
  - B. Ability to type 50 wpm with accuracy.
2. License/Certification Requirements:
  - A. Ability to obtain data certification issued by the Bureau of Criminal Apprehension within six (6) months of hire and maintain certification thereafter.

3. Knowledge Requirements:
  - A. Knowledge of modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
  - B. Knowledge of English to include spelling, grammar, sentence construction and punctuation.
  - C. Basic knowledge of business letter writing and report preparation.
  - D. Basic knowledge of the principles and practices used in establishing, utilizing, and maintaining files and information retrieval systems.
  - E. Knowledge of principles and practices of data entry and proofreading.
  - F. Knowledge of alphabetizing, indexing, and filing methods
  
4. Skill Requirements:
  - A. Computer skills, including word processing, database, spreadsheet, presentation and email applications, as assigned
  - B. Skill in comparing and proofreading names, numbers, and other data accurately and rapidly.
  - C. Skill in making accurate computations.
  - D. Skill in customer relations.
  - E. Skill in composing business correspondence.
  - F. Skill in operating a variety of office equipment.
  - G. Skill in maintaining and updating manual and electronic files and records.
  
5. Abilities Requirements:
  - A. Ability to proofread information for accuracy and completeness.
  - B. Ability to organize and prioritize tasks, perform work within established timelines.
  - C. Ability to transcribe from tapes.
  - D. Ability to establish and maintain effective working relationships with all levels of City staff, outside agencies and the general public.
  - E. Ability to interpret questions and provide satisfactory explanations.
  - F. Ability to operate and navigate records management computer systems.
  - G. Ability to prepare clear and concise documents and reports.
  - H. Ability to use standard office equipment including computers and related software applications.
  - I. Ability to understand and follow oral and written instructions.
  - J. Ability to communicate clearly and concisely, both orally and in writing.
  
6. Physical Abilities Requirements:
  - A. Ability to sit or stand for extended periods of time.
  - B. Fine dexterity of hands and fingers to operate a computer keyboard, calculator and other office equipment;
  - C. Ability to occasionally bend, stoop and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies, etc.
  - D. Ability to lift light objects weighing up to 20 pounds maximum with frequent lifting and or carrying of objects weighing up to 10 pounds.
  - E. Ability to hear and speak sufficiently to exchange information in person and by telephone.
  - F. Ability to see to read, prepare, and proofread documents for accuracy;
  - G. Ability to attend work on a regular basis.

HR: TS	Union: Basic	EEOC: Office/Clerical	CSB: 20120207	Class No: 1827
WC: 8810	Pay: 124	EEOF: Police Protection	CC: 20120423	Resolution: 12-0202R