

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: POLICE RECORDS SPECIALIST I
POLICE RECORDS SPECIALIST II

DEPARTMENT: POLICE

BASIC FUNCTION:

Under general supervision, performs a variety of specialized clerical tasks involving processing, data entry, maintenance, and retrieval of Police Department records in accordance with State mandated procedures; receives the public and provides routine assistance. Performs related responsibilities as required.

DISTINGUISHING CHARACTERISTICS:

This is a class series specification descriptive of the police records positions comprised of specialized clerical and public lobby reception tasks. Police Records Specialist I is the entry class with incumbents performing routine work under continuous supervision while being trained in the scope of duties typical of a Police Records Specialist II. Under this training concept, incumbents in the Police Records Specialist I class may reasonably expect to progress to Police Records Specialist II upon achieving the required level of knowledge and proficiency to satisfy the qualification requirements of the higher level class. Both levels handle confidential and sensitive information in performing their duties.

KEY RESPONSIBILITIES:

Performs data entry and processes a wide variety of police records, reports, and materials, including arrest records, warrants, citations, subpoenas, crime and traffic reports, fingerprints and identification and other related information according to strict guidelines and State mandated procedures; reviews documents for completeness and consistency; operates a variety of automated systems to create or revise computer files.

Provides requested criminal offender record information to assist department personnel and outside agencies in accordance with State law and established departmental procedures; provides general information orally and in writing to the public within the guidelines of the Freedom of Information Act and department policies.

Operates computer terminals connected to statewide networked databases; teletypes to search for records, and to enter, modify, and retrieve data; prints routine statistical reports; and compiles and assembles data for distribution.

Sorts, files, copies, assembles and distributes reports and related records, including court packages for filings with the District Attorney, in accordance with established procedures and within time constraints; performs file searches to locate records and pertinent information.

Receives the public at the lobby counter and maintains lobby security; answers and directs non-emergency calls; directs visitors; responds to general inquiries and provides routine information regarding departmental policies and procedures, or general city information; operates the cash register and receives fees; distributes petty cash; prepares receipts, standard forms, and records in accordance with established procedures.

Performs a variety of general clerical tasks, including, typing routine correspondence and standard forms; operating routine office equipment; and sorting and distributing mail as assigned.

Performs fingerprinting of the general public, city employees, and registrants as required; prepares or completes related forms and records; takes photographs for fingerprint records.

As assigned, prepares and maintains records relating to paid time off, shift records, assignment pay, and other departmental payroll-related records in accordance with established procedures.

QUALIFICATIONS:

Knowledge of:

- Correct English grammar and usage, punctuation, and spelling.
- General office methods and procedures, and office equipment operation.
- Police terminology, codes, and classifications related to police records work.
- General database systems and software applications.

For Police Records Specialist II:

- Federal and State laws, regulations, and guidelines governing police records management.
- Specialized law enforcement database systems, e.g., Automated Regional Justice Information System (ARJIS); California Law Enforcement Telecommunication System (CLETS); CA Identification/Automated Fingerprint Information System; and National Criminal Information Center (NCIC).
- Organization, procedures, and operations of the Carlsbad Police Department.
- Computerized word processing and spreadsheet applications on microcomputer systems.

Skill in:

- Typing at a net corrected speed of not less than 40 words per minute from clear copy.

Ability to:

- Apply Federal, State and city laws, codes, regulations and procedures to the management and security of police records.
- Operate a variety of computer systems, word processing and related equipment to create, maintain and process files and records.
- Process information using the specialized database network systems to perform duties.
- Understand and utilize law enforcement technical codes and crime classifications accurately.
- Maintain confidentiality in processing police information.

- Receive the public in person or over the phone utilizing tact and diplomacy in dealing with sometimes hostile clients.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing.
- Learn, apply, and explain rules, policies, and procedures.
- Establish and maintain cooperative working relationships.

EXPERIENCE AND EDUCATION:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:

Equivalent to completion of the twelfth grade, including or supplemented by specialized training in the clerical occupation field **and** general clerical experience.

For Police Records Specialist II:

One year of experience comparable to that of a Police Records Specialist I at the City of Carlsbad.

SPECIAL REQUIREMENTS:

Incumbents must be able to work a flexible schedule requiring rotating shifts including weekend and holiday assignments, as may be expected in working for a department operating on a 24-hour, 7 day per week schedule.

Possession of a valid California Driver's License is highly desirable.

PHYSICAL STANDARDS:

Positions in this class are typically situated in a standard office environment resulting in little exposure to the weather and requiring no unusual physical requirements. May occasionally drive to meetings or to deliver materials to other locations as necessary.

DATE APPROVED: Apr. 24, 2001