



## CITY OF CHINO

### Police Records Technician

#### **Definition:**

Under general supervision, the incumbents will perform a variety of specialized clerical tasks involving the development, maintenance, retention, transition, and retrieval of Police Department records; provide general clerical support to Department staff; and perform other duties as assigned.

#### **Class Characteristics:**

The Police Records Technician is a specialized clerical classification utilized in the Police Department. Incumbents in this non-sworn position perform assigned tasks with minimal instruction or assistance. The work schedule includes rotating shifts including weekdays, weekends, and holidays. The more experienced Police Records Technicians are expected to assist with the supervision of less experienced staff.

#### **Essential Job Duties:**

- Type and otherwise process a wide variety of Police records, reports, and materials, including arrest reports, warrants, citations, crime and traffic reports, fingerprint cards, and vehicle storage and impound forms; operate a variety of automated systems to create or revise computer files; verify that paperwork is complete, correct, and properly signed.
- Assist Department personnel and the public in person and by phone; release requested reports and related information to the public or to outside agencies in accordance with established regulations; provide general information regarding Department policies, procedures, and regulations; issue bicycle licenses and parking permits; process drug, sex, and arson registrants and restraining orders.
- Operate computer terminals and teletype to enter, modify, and retrieve data, such as stolen and recovered property, driver's license and vehicle registration information, warrants, and detective supplements; conduct record checks and research files for requested information; audit files on a monthly basis to maintain appropriate standards.
- Sort, file, copy, and distribute crime and traffic reports, citations, and other records as appropriate; perform file searches to locate missing records; issue permits and licenses according to prescribed procedures.
- Accept bail; receive fees; prepare receipts, standard forms, and records in accordance with established procedures; balance cash drawer and resolve discrepancies; deposit funds with City Hall.
- Assemble, code, record, and summarize a variety of Police record data including data on serious crime offenses, stolen vehicles, crime reports, and related records; compile, compute, and prepare a variety of reports.
- When assigned to court liaison function: maintain daily contact with the District Attorney's Office; establish and maintain a log of subpoenas received; post and update a weekly court schedule to inform Officers of court appearances; track the use of overtime related to court appearances; perform a variety of secretarial related duties.

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- When assigned to the Detective Bureau: prepare and assign cases for the in-custodies; correspond with the District Attorney's Office on case filings and dispositions; prepare and compile statistical forms; assist Officers by maintaining files; answer the telephone, take messages or provide routine information; type a variety of correspondence; perform secretarial related functions in support of the Detective Bureau.
- May perform a variety of general clerical tasks, including typing correspondence, bulletins, lists, and standard forms; may sort and distribute mail; may prepare simple reports; may post and tabulate numeric data.
- Attend training classes to remain current on Police record keeping activities.
- Provide temporary and vacation relief for other staff as necessary; in the absence of a female Officer, a female Records Technician may perform matron duties including searching prisoners, collecting urine samples, and supervising individuals in custody; may be temporarily assigned to care for juveniles.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

### **Education:**

- High School Diploma or G.E.D. (required).
- Completion of specialized training in the clerical occupational field.

### **Experience:**

- One year of general clerical experience which included a variety of typing and record keeping tasks as well as public contact work.

### **Working knowledge of:**

- Related office methods and procedures.
- Office equipment operation.
- Principles, codes, regulations, and laws governing Police records management.
- Organization, Procedures, and operations of the Police Department.
- Data processing systems/applications.

### **Skill in:**

- Operation of a variety of office equipment, including typing at a *minimum* rate of 40 net words per minute.

### Ability to:

- Interpret and apply rules and regulations, procedures, and policies.
- Explain and apply policies and procedures.
- Prepare a variety of reports and maintain accurate records.
- Choose among alternatives to resolve problems.
- Perform routine clerical work.
- Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- Understand and follow verbal and written directions.
- Work efficiently and independently without direct ongoing supervision.
- Perform mathematical computations, including adding, subtracting, multiplying, and dividing accurately.
- Operate a variety of office equipment including a computer and use a variety of computer software programs.
- Type and transcribe dictation.
- Use correct English grammar, punctuation, and spelling.
- Alphabetize or numerically/chronologically sort materials.
- Maintain records and perform specific program activities.
- Learn to perform matron related tasks.
- Deal tactfully and courteously with internal and external customers.
- Establish and maintain cooperative working relationships.
- Communicate clearly and concisely, both orally and in writing.
- Use good judgment in handling highly sensitive and/or confidential matters with discretion and maintain the privacy of such information.

### Special Requirements:

- Work a varying schedule including weekends, weekdays, evenings, and holidays.
- Attend training classes to remain current on Police record keeping.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review (external applicants).

### Physical Profile

Category I - Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and

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supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

### Position Requirements

- Reaching: Reaching above the shoulders to place and/or retrieve objects.
- Sitting: Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day)
- Color Vision: Ability to identify and distinguish colors.

### Employee Unit:

Depending upon assignment, Chino Police Professional Employees Association (CPPEA) or Part-time/Temporary/Seasonal

Revised: 10/27/06

Replacing Police Records Technician classification specification dated 10/07/05.

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