



CITY OF CHINO

Senior 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 Senior Police Records Technician is the advanced journey level classification in the Police Records Technician series. Employees within this class are distinguished from the Police Records Technician classification by level of responsibility assumed and the complexity of duties assigned. Employees at this level are required to 1) be fully trained in all procedures related to the assigned area of responsibility; 2) have a broad and detailed understanding of support services and records management operations; 3) have knowledge of City policies and procedures; 4) possess strong problem solving and organizational skills; and 5) have the ability to exercise sound judgment within established guidelines.

Essential Functions:

In addition to the essential job duties of the Police Records Technician, the incumbent may perform the listed duties and/or may be required to perform additional duties from those set forth below to address business needs and changing business practices.

- Make recommendations for changes and improvements to existing procedures.
- Audit law enforcement-related data and statistical reports, verify information against written reports, and make corrections as needed.
- Research and analyze records, bulletins and other information.
- Assist with maintenance and accuracy of the police records management system, troubleshoot problems and recommend effective solutions.
- Provide assistance to department personnel and the general public, answer records related questions, and provide information in accordance with departmental procedure.
- Collect, prepare and produce Police Department documents for Public Records Act requests and Criminal Subpoenas.
- Assist in coordinating the scheduling of Records Unit Staff and resolve unexpected scheduling conflicts.
- Provide input to the Police Records Supervisors regarding the performance of employees.
- Prioritize, assign, and monitor the work of police records personnel.

Qualifications:

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities, and enable the individual to successfully perform the essential functions of the position. A typical combination is:

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Education:

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

Experience:

- Two years of increasingly responsible records processing experience in a criminal justice environment.

Working knowledge of:

- Systems and procedures for processing, maintenance, retrieval and release of police records.
- Basic operating principles, equipment and systems used in automated law enforcement recordkeeping.
- Applicable Federal, State and local laws, codes and regulations; 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.
- Use correct English grammar, punctuation, and spelling.
- Alphabetize or numerically/chronologically sort materials.
- Maintain records and perform specific program activities.
- Deal tactfully and courteously with internal and external customers.
- Establish and maintain cooperative working relationships.
- Communicate clearly and concisely, both orally and in writing.
- Meet critical deadlines.

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- Use good judgment in handling highly sensitive and/or confidential matters with discretion and maintain the privacy of such information.
- Work various schedules including rotating shifts, weekdays, weekends, and holidays.

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

Physical 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.

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