



Police Records Assistant I

Class Code:
15910

Bargaining Unit: SCEA - Administrative,
Clerical and Services

CITY OF STOCKTON
Revision Date: Nov 17, 2004

SALARY RANGE

\$20.39 - \$26.17 Hourly
\$3,534.32 - \$4,536.66 Monthly
\$42,411.84 - \$54,439.92 Annually

FLSA:

Non-Exempt

DEFINITION:

Under general supervision, performs varied office support work related to police records functions; performs related work as assigned.

CLASS CHARACTERISTICS:

Police Records Assistant I: This is the entry level class of the Police Records Assistant series. Initially under close supervision, incumbents learn Police Department and City policies and procedures. As experience is gained there is greater independence of action with established guidelines. This class is alternately staffed with Police Records Assistant II and incumbents may advance to the higher level after successfully completing a one year probationary period and gaining one additional year of experience and demonstrating proficiency which meet the qualifications of the higher level class.

Police Records Assistant II is the journey level class of this series, fully competent to independently perform a variety of police office support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. This class is distinguished from the Police Records Assistant III in that the latter exercises independent judgment and discretion in the handling of personnel assigned to the Records, Telephone Reporting, or Property Units.

Police Records Assistant III is the lead-level class in this class series, fully competent to independently perform a variety of police office support duties, and the handling of the most complex and difficult assignments. Performs as primary trainer for new employees; functions as shift supervisor when necessary; and performs related work as assigned.

PRINCIPAL DUTIES (ILLUSTRATIVE ONLY):

1. Trains new police record assistants and part-time employees; assists with performance evaluations and training updates for current employees.
2. Receives non-emergency calls from citizens reporting crimes; refers callers to appropriate staff or other agencies for handling or records for actual information.
3. Types reports of crimes and prepares a daily report of crime information collected; prepares a tally sheet of calls received for statistical purposes.
4. Receives and answers teletypes and maintains records of teletypes received; checks with other agencies to secure warrant information.
5. Enters and retrieves information using an on-line or personal computer system.
6. Monitors and transmits information to field officers using a two-way radio.
7. Breaks, sorts, and organizes citations and other police documents for the court; reviews documents for errors or omissions and refers to appropriate issuing officers for correction, issues moving and parking citation books to authorized staff.
8. Maintains records and files of all citations, warrants, and related police records.
9. Checks files for criminal record of subjects for authorized personnel; retrieves and makes copies of accident, crime, and arrest reports.
10. Performs searches of female prisoners as required.
11. Reviews dealers' slips of gun sales to determine if purchaser has criminal record.
12. Responds to requests for copies of police reports in accordance with established Police Department policies and procedures.
13. Receives money at counter and issues receipts for copies of accident and other reports; provides general public information at the counter.
14. Codes and tallies data from police records and reports and prepares periodic statistical reports for management review; logs stolen, recovered, and towed vehicles.
15. Receives and processes criminal and traffic warrants.
16. Instructs new Police Records Assistant staff and may act in the absence of the supervisor.
17. May provide court testimony as required.

MINIMUM QUALIFICATIONS:

Education/Experience:

Police Records Assistant I - Possession of a high school diploma or GED.

Police Records Assistant II - In addition to the above, two years of general clerical or office assistant experience which has included contact with the public. Law enforcement clerical experience is desirable.

Police Records Assistant III - In addition to the above, three years of general clerical or office assistant experience, two years of which have been as a Police Records Assistant II with the City, contact with the public, and lead work or supervisory duties.

Other Requirements:

- Specified positions may require a valid California driver's license.
- Must be willing to work rotating shifts and be willing to work weekend and holiday shifts and stay over on their shift when absences occur.

NOTE: The level and scope of the knowledge and skills listed below are related to the job as defined under Class Characteristics.

Knowledge of:

- Principles and practices of supervision.
- Office practices and procedures, including filing and the operation of standard office equipment;
- Correct English usage, including grammar, spelling, and punctuation;
- Basic record keeping principals and procedures;
- Basic data processing principles and the use of word processing or personal computing equipment;
- Basic business arithmetic.

Skill in:

- Performing detailed clerical work accurately;
- Organizing and maintaining office records and files;
- Communicating tactfully and effectively with the public;
- Making accurate arithmetic calculations;
- Using initiative and sound independent judgement within established guidelines;
- Operating standard office equipment, including a word processor;
- Prioritizing work and coordinating several activities;
- Establishing and maintaining effective working relations with those contacted in the course of the work;

- Typing accurately at a rate of 40 net words per minute from printed copy.

HISTORICAL NOTE:

Established 4/4/88
Resolution: CC88-0182
Spec Adopted: 10/31/88
Resolution: CS88-091
Spec Amended 7/6/99
Resolution: CC99-0322
Spec Amended: 12/2/04
Resolution: CS04-132
Unit ACS
CS Status: Included