



POLICE RECORDS SPECIALIST

SALARY GRADE: [C1-41](#)

DEFINITION:

Under direct supervision of an assigned supervisor, provide clerical support to the Police Department, which includes receptionist duties, word processing, record keeping, and filing. Provide support services to students, faculty, staff, and administrators as necessary preparing reports, issuing parking permits, and providing information to citizens. Perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a civilian (non-sworn) law enforcement classification. The ability to positively interact with District personnel, including administrators, staff, faculty, students, community members and professionals from other government agencies is required of incumbents to develop, maintain and successfully perform this customer service position.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Perform routine specialized record keeping and other tasks related to police office functions.
2. Provide clerical support to the Police Department to include: performing counter and telephone service, answering inquiries involving routine departmental procedures, activities, functions, record keeping and filing; and coordinating flow of communications for the assigned area.
3. Release authorized information to the public, other agencies, and other employees as necessary.
4. Maintain, sort, copy, and distribute reports and other materials; distribute mail.
5. Coordinate and participate in the processing of parking and traffic citations as well as other incident-related reports.
6. Enter and retrieve data from online computerized systems, including accessing a centralized law enforcement database.
7. Serve as a liaison with outside agencies to include Parking Staffing Contractor; assist in coordinating all campus police and parking control activities with other District offices, faculty members, students, and others who use District facilities.
8. Coordinate arrangements for security at special campus events; post events and directional signage; attend pre and post event meetings.
9. Serve as backup liaison for courts and the District Attorney's office; assist in advising Police Officers of scheduled court appearances and distribute associated incident reports and other materials to courts, District Attorney and the officers involved.
10. Assist in conducting computerized fingerprinting (Live Scan Fingerprinting) as necessary.
11. Order and maintain inventory of supplies and equipment; prepare purchase requisitions as necessary.
12. Issue student, staff and guest parking permits.

13. Relieve Dispatcher as needed.
14. Train, provide work direction, and prepare work schedules for students (Police Student Aids) and hourly workers as assigned.
15. Operate a variety of security and office equipment including electric vehicle, two-way radio, computer, fax, and copier.
16. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Basic law enforcement organization, activities, terminology, rules, regulations, and procedures.
2. Standard office practices, procedures and methods, including the operation of common office equipment.
3. Microsoft Office Suite including Word, Excel and Power Point.
4. Operation of a computer terminal and data entry techniques.
5. Telephone and police radio communication techniques and etiquette in dealing with diverse groups of people.
6. Principles of training and providing work direction.
7. Interpersonal skills using tact, patience, and courtesy.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Plan, organize and coordinate assigned District-level financial functions.
3. Communicate effectively orally and in writing.
4. Read, interpret, apply and explain rules, regulations, policies and procedures.
5. Compose letters, memos, bulletins or other materials, independently or from oral instructions.
6. Learn the policies, procedures and performance standards of the position.
7. Learn to operate automated police information systems.
8. Process documents accurately and in a timely manner.
9. Maintain detailed reports and records.
10. Establish and maintain effective working relationships with those contacted in the course of work.
11. Work independently and efficiently with others in a team environment.

Education and Experience

Any combination equivalent to:

1. A high school diploma or the equivalent, supplemented by college level law enforcement coursework.
2. Two years administrative clerical experience involving extensive public contact.
3. Experience in a law enforcement environment preferred.

License or Certification

1. Possession of a valid class C California driver's license.
2. Required to pass the P.O.S.T. certified Basic Records Clerk Course within the first year of employment.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and/or on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Sight to view computer monitor and read various materials.
4. Regularly stand, walk, and sit for extended periods of time.
5. Lift light to moderate objects up to 30 lbs.

Date Approved: July 12, 2012
EEO Code: H-40