

RECORDS TECHNICIAN

DEFINITION

To provide a wide variety of routine clerical and technical support functions in the preparation, processing, organization, maintenance and tracking of criminal and other law enforcement records in the Police department; abstracts and maintains criminal history information on criminal incidents and wanted and in custody suspects and to do other work as required.

SUPERVISION RECEIVED AND EXERCISED

Works under the supervision of the Support Services Supervisor

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Enters data and prepares reports from data compiled and records kept as they relate to criminal and other law enforcement records.

Uses a variety of computer applications; establishes and maintains a variety of records and filing systems and monthly and yearly logs for statistical purposes.

Establishes and maintains a variety of records, logs, and filing systems.

Maintains the confidentiality of sensitive information pertaining to assigned office operations.

Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.

Develops or assists in the development of forms, worksheets, and record-keeping systems for the collection, dissemination, and maintenance of needed information for departmental programs and functions.

Works closely with patrol, investigative and administrative staff.

Operates a variety of standard office equipment and machines such as personal computers, copiers, printers and other commonly used office equipment.

Calculates and collects fees for civil bench warrants, fingerprinting public applicants, copies of local arrest records and other fees as required by law.

Assists the public in providing information and assisting with requests as appropriate.

Prepares charts, graphs, tables and written descriptions associated with criminal activity.

Performs support duties in support of assigned supervisor.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern office methods, techniques, and practices.

Basic record keeping methods.

Proper grammar and punctuation.

Common legal terminology.

Office equipment, such as computer terminals and computer software in common use in government offices.

Problem solving, communication, and interpersonal techniques

Ability to:

Understand and carry out a variety of oral and written instructions independently

Prepare and/or interpret tables, charts, and graphs and to analyze data; ability to prepare clear and comprehensive reports

Organize, coordinate and prioritize activities and details and maintain effective schedules of events

Establish and maintain efficient record keeping/filing systems and prepare reports as directed

Take appropriate action regarding routine procedural matters without immediate supervision.

Maintain the confidentiality and security of sensitive information and files

Learn and use a variety of computer software programs.

Communicate effectively and tactfully in both oral and written forms

Maintain effective work relationships with those contacted in the performance of required duties.

Meet and deal with public.

Experience:

Two years of experience in general office support work.

Education:

High school diploma or GED equivalent

Additional Requirements

Possession of a valid California Class “C” driver’s license.

Ability to pass a Police Department Background Investigation.

Proficiency in the use of word processing software in common use in local government, such as Corel WordPerfect and Microsoft Word.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment. Tasks may involve extended periods of time at a keyboard or workstation.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 25 pounds in weight. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.