



CITY OF WEST SACRAMENTO

POLICE RECORDS TECHNICIAN I/II

DEFINITION: The Police Records Technician I/II performs a wide variety of clerical law enforcement duties.

SUPERVISION RECEIVED AND EXERCISED: Receives immediate direction and general supervision from the Police Records Supervisor or designee. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS: The Police Records Technician I is the entry level classification within the Police Records Technician series. The classification is used for employees to learn the duties of a Police Records Technician in the City of West Sacramento. Initially, under close supervision, the incumbent performs the more routine duties while learning City policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision.

The Police Records Technician II is considered the journey level in the series, exercising more independence of direction and judgement and knowledge of police records procedures. This class is distinguished from the Senior Police Records Technician in that the latter serves as the advanced level in the series.

The Police Records Technician I is flexibly staffed with the Police Records Technician II and advancement to the Police Records Technician II shall occur after satisfactorily performing the duties of a Police Records Technician I for two (2) years. Satisfactory performance means an overall satisfactory or higher rating on the performance evaluation during the last evaluation period.

Upon recommendation of the Police Records Supervisor and approval of the Police Chief, a Police Records Technician II may advance to the Senior Police Records Technician upon attaining the minimum qualifications for the position and demonstrating the abilities and competencies necessary to perform the full range of Senior Police Records Technician duties.

EXAMPLES OF ESSENTIAL FUNCTIONS: *(Illustrative Only): Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs a variety of clerical/technical related duties in the maintenance of law enforcement records management systems.
- Meets the public and provides information.
- Answers non-emergency phones.

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Police Records Technician I/II (*Continued*)

- Prepares and processes police reports.
- Provides assistance in taking fingerprints and photographs of persons and walk-in bookings.
- Makes copies of crime and/or accident reports.
- Receives and accounts for funds received from fingerprint fees, warrants, vehicle offender fees and copies of reports.
- Operates teletype and computer terminals.
- Routes completed case report and assembles case packets for investigative personnel.
- Types press releases.
- Researches data base files.
- Provides general clerical support.
- Receives, maintains, and controls all data/voice tapes assigned to the records section.
- Audits records entry system.
- Stores, releases, and/or purges both tapes and/or reports as directed.
- Assists in the search of the missing persons, automobiles, and wanted persons.
- Types/word processes a variety of written materials from rough drafts, margin notes, verbal instructions or dictation from a mechanical source.
- Performs related duties and responsibilities as required.

QUALIFICATIONS:

Knowledge of: Municipal organizational structure; general office record keeping and filing methods and electronic data base systems; correct English usage, spelling, punctuation, and grammar; and word processing.

Skill in: Establishing and maintaining effective work relationships with those contacted in the course of work; communicating effectively, orally and in writing; learning and understanding laws, codes, and procedures; understanding and following written and verbal instructions; preparing neat and clear reports; maintaining detailed logs and records; working effectively on multiple duties; operating a variety of office equipment such as teletype, computer, imaging devices and typewriter; effectively organizing and maintaining systems; maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, standing, or sitting for extended periods of time and operating assigned office equipment; effectively dealing with situations which may include dealing with the public; maintaining effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned office equipment; maintaining mental capacity which allows for effective interaction and communication with others.

EDUCATION AND EXPERIENCE: *Any combination of training and experience which would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:*

Education: Police Records Technician I/II: High school diploma or equivalent. Additional course work or specialized training related to position is preferred.

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Experience: Police Records Technician I: One (1) year of clerical experience. Police Records Technician II: Two (2) years of experience performing duties comparable to those of a Police Records Technician I with the City of West Sacramento.

LICENSES AND CERTIFICATES: If required to drive a vehicle, must possess a valid Class "C" California driver's license.

SPECIAL CONDITIONS: Prior to assignment at the Police Department, an employee must successfully pass a background investigation. The background investigation is required on all civilian Police Department personnel who will have access to the California Law Enforcement Telecommunications System (CLETS) equipment and Criminal Offender Records Information (CORI).

WORKING CONDITIONS: Incumbents will be required to wear the appropriate uniform. Must work a variety of shifts, weekends, and holidays

PHYSICAL DEMANDS: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports, records, files, property, and supplies that typically weigh less than 20 pounds.

ENVIRONMENTAL ELEMENTS: Employees work in an office environment in support of peace control with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing department guidelines, policies and procedures.

Adopted: 05/20/1987

Revised: 08/09/95; 11/15/00, 8/17/2022

Maintenance Update:

Title Change: 08/09/95; 11/15/00, 8/17/2022

Job Category: Office/Clerical

Employee Group: N/A

Bargaining Unit: Police Officer's Association

At-Will: ☐ Yes ☒ No

Form 700: ☐ Yes ☒ No

FLSA Status: ☒ Non-Exempt ☐ Exempt