

CITY OF ARCADIA

SENIOR POLICE RECORDS TECHNICIAN

DEFINITION

Under direction, to provide lead supervision and training; to perform responsible, specialized clerical and computer data entry work in the preparation and maintenance of sensitive and confidential police records; to assist in searching and processing female offenders; and to communicate with police units.

SUPERVISION EXERCISED

Exercises technical and functional supervision over assigned staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide lead supervision to and train assigned staff.

Perform a wide variety of clerical work including typing, proofreading, filing, coding, checking, and recording information on records.

Perform data input of all pertinent information from hard copy reports to computerized information.

Answer telephones: relay messages: receive and refer complaints; answer routine questions.

Type and process criminal complaints, citations, warrants, police reports, and other related materials.

Utilize computer and teletype terminals to input and receive law enforcement and general administrative records and information.

Code and tabulate statistical data and other activity summaries; compile statistical crime reports for submission to Department of Justice and FBI.

Assist in searching, handling, processing, and transporting female offenders and suspects.

Process employee work schedules; compile employee payroll records; check payroll for accuracy and completeness.

Operate office equipment including word processors, computers, typewriters, scanners, printers, calculators, microfilm, and copy machines.

Perform related duties as assigned including translation by bilingual personnel, callout procedures, monitoring of detained juveniles, and provision of care and supervision of unattended minors.

Maintain complex department records and files; maintain and operate record keeping machines

specific to the Police Department.

Observe and monitor the public at the counter; respond to questions and routine requests for information; collect monies for public requests for reports and services.

Compile daily reports from officers; match reports to radio cards and file reports.

Prepare and forward statistics to outside agencies.

Respond to officers' request for information.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of lead supervision.

Principles and practices of training.

Modern office procedures, methods, and computer equipment.

Police terminology and law enforcement codes.

Alphabetical, numerical, and subject matter filing systems.

Techniques used in public relations.

Principles and procedures of record keeping.

Basic mathematical procedures.

English usage, spelling, vocabulary, grammar, and punctuation.

Skill to:

Operate modern office equipment including computer equipment.

Type at a speed of 40 words per minute and enter data at a speed necessary for successful job performance.

Ability to:

Provide lead supervision and training to assigned staff.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Handle multiple tasks with frequent interruption.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Perform accurate mathematical computations.

Meet and deal tactfully and effectively with the public.

Interact effectively and sensitively with individuals from diverse backgrounds.

Respond to requests and inquiries from the general public.

Maintain confidentiality of sensitive information and data.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Four years of responsible Police Records Technician experience.

Training:

Equivalent to the completion of the twelfth grade. Additional course work in business practices is desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; availability for shift work.

Effective Date: January, 1999