

POLICE RECORDS CLERK
Full-Time Regular (FLSA Non-Exempt)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

Under the guidance of the Police Records Manager, the Police Records Clerk is responsible for managing and processing various police department records and associated automated information systems. This role involves handling a range of moderately complex tasks with minimal supervision. The ideal candidate will demonstrate a high degree of accuracy and attention to detail, as well as the ability to work independently. Effective communication and strong interpersonal skills are essential, as the position involves frequent interactions with the public and external agencies.

SUPERVISED BY: Police Records Manager

JOB SCOPE: Supervisory Responsibilities: None

BARGINING UNIT: American Federation of State, County and Municipal Employees (AFSCME)

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The role involves collecting, collating, retaining, and controlling departmental documents and reports. It requires entering, inquiring, and retrieving information from records management systems and related databases. The position includes providing a variety of services to the public, such as handling monetary transactions, answering complex questions, and maintaining positive customer relations.

Maintaining and updating statistical records required by the State and Federal government, such as traffic and crime reports, is also part of the role. Additionally, it involves registering and tracking criminal offenders, obtaining DNA, photos, and fingerprints in accordance with State law, and conducting records audits and verifications as required by departmental and legal guidelines.

Other responsibilities include providing Live Scan services and coordinating subpoena service with staff, and acting as a liaison between the courts and Police Department. Coordination of various departmental tasks, ordering office supplies, and supporting general public inquiries are also required. The role demands collaboration within a team environment and adherence to the City's and Police Department's Mission, Vision and Values, with the flexibility to perform related duties as assigned.

THE IDEAL CANDIDATE

The City is seeking a candidate with relevant experience in one or more of the areas related to the role. The ideal candidate will possess strong written and verbal communication skills and demonstrate the ability to work effectively and cooperatively with others. Additionally, the candidate should be comfortable working behind the scenes, providing essential support to operational departments while maintaining a discreet and supportive attitude.

EDUCATION AND EXPERIENCE

Any equivalent combination of experience and education that demonstrates the ability to perform the duties of the position is qualifying.

Education: High school diploma or GED required to ensure the candidate's ability to read and write at a level required for successful job performance.

Experience: Any combination of training and experience which demonstrates ability to perform the duties as described. A typical qualifying background would include a minimum of 1years of recent clerical experience preferably dealing with the general public.

SKILLS, KNOWLEDGE, AND ABILITIES

Skills: The ideal candidate will possess strong critical thinking and problem-solving abilities, with a proven track record of analyzing situations and developing effective solutions. Clear and concise communication, both orally and in writing, is essential. The candidate should demonstrate initiative and sound independent judgment, coupled with experience in handling transactions accurately. Effective and courteous interaction with the public is crucial, as is the ability to prepare clear and well-organized written materials. Skills in researching, compiling information, and preparing detailed reports and recommendations are also required. The role demands proficiency in performing moderate difficulty clerical tasks, typing at a sufficient speed, and maintaining complex records management and retention systems.

Knowledge of: The ideal candidate should have a strong understanding of modern office procedures, practices, and equipment. Proficiency in English usage, including spelling, grammar, and punctuation, is essential. The candidate must be knowledgeable about records-keeping principles and procedures, as well as skilled in using computer applications such as word processing, databases, and spreadsheets. Familiarity with the practical application of the Public Records Act is important, along with a solid grasp of basic math.

Ability to: The ideal candidate must be able to understand and follow both oral and written instructions while working independently in the absence of supervision. They should align with the department's and City's goals and priorities and understand the needs of the City. Proficiency in operating various office equipment, including personal computers and calculators, is required. The candidate should be capable of entering, collating, and verifying data within a records management system, as well as preparing routine correspondence, reports, and other materials from rough drafts or other sources. They must be able to perform arithmetical and basic statistical computations and learn California laws related to criminal procedures. Effective and courteous interaction with the public is essential, along with the ability to use standard office equipment. The role also requires meeting the physical, mental, and environmental demands of the job, recognizing and prioritizing tasks, and operating a motor vehicle.

LICENSES REQUIRED:

- Possession of a valid Class C California Driver's License and a good driving record.

SPECIAL REQUIRMENTS:

- Possession of, or the ability to obtain and maintain, a valid CLETS certification issued by the Department of Justice within a reasonable timeframe.
- Successful completion of a comprehensive background investigation is required prior to hire.

PHYSICAL AND ENVIRONMENT

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:		
Body Postures: <ul style="list-style-type: none"> • Standing: Occasional • Sitting: Frequent • Kneeling: None • Balancing: Negligible 	Use of Hands: <ul style="list-style-type: none"> • Grasping/Handling: Frequent • Powerful Grasp: Negligible • Fine Manipulation: Constant • Keyboarding: Frequent 	Lift/Carry (Weight plus Distance): <ul style="list-style-type: none"> • 0-10 lbs. up to 300 ft.: Infrequent • 11-25 lbs. up to 300 ft.: Negligible • 26-50 lbs. up to 100 ft.: None • 51-75 lbs. up to 25 ft.: None • 76-100 lbs. up to 10 ft.: None • Over 100 lbs.: None

<p>Body Movements:</p> <ul style="list-style-type: none"> • Walking: Occasional • Climbing: Negligible • Crouching: Negligible • Squatting: Negligible • Bending/Stooping: Negligible • Twisting/Turning: Infrequent • Crawling: None • Reaching Overhead: Negligible • Reaching Forward: Infrequent • Reaching Side to Side: Negligible 	<p>Push/Pull:</p> <ul style="list-style-type: none"> • Using Tools/Equipment: <ul style="list-style-type: none"> ○ 0-10 lbs.: Frequent ○ 11-25 lbs.: Occasional • Moving Supplies/Equipment: <ul style="list-style-type: none"> ○ 26-50 lbs.: None ○ 51-75 lbs.: None • Moving Equipment: <ul style="list-style-type: none"> ○ 76-100 lbs.: None ○ Over 100 lbs.: None 	<p>Environment:</p> <ul style="list-style-type: none"> • Dust: None • Noise: Negligible • Vibration: None • Chemical Agents: None • Biological Hazards: None • Excessive Heat: None • Excessive Cold: None • Traffic Hazards: None • Explosive Materials: None • Uneven Terrain/Wet Surfaces: Negligible • Trip/Fall Obstacles: Negligible
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Job Specific:	Additional Comments:
<ul style="list-style-type: none"> • Indoors: Constant • Office Equipment: Constant • Use of Senses - Sight/Hearing/Feel: Constant 	<p>This job falls within the Sedentary Work physical demand category based United States Department of Labor Dictionary of Occupational Titles, which is defined as exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.</p>

DISCLAIMERS:

The job description is:

1. This job description is designed to outline the general nature and scope of work performed by employees in this role. It is not intended to be an exhaustive list of all duties, responsibilities, skills, and behaviors associated with the position.
2. It is meant to identify the essential functions of the position that a qualified individual must be able to perform, with or without reasonable accommodation.

The City of Mendota is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Mendota will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.