

Police Data Technician II

Definition

Under general supervision, performs a variety of work related to Police Department timekeeping; enters timecard data, maintains related records and prepares relevant reports.

Essential Duties

- Reviews and verifies Police employee timecards, makes corrections and enters data into computer;
- Researches and resolves problems related to, incomplete timecards, overtime hours, shift assignments, workers' compensation hours, and holiday hours; completes appropriate adjustments;
- Verifies and corrects balances of vacation, sick, compensatory and other leave credits;
- Prepares and maintains statistical data and records;
- Runs and reviews audit reports and makes necessary corrections;
- Prepares a variety of payroll-related reports;
- Prepares and distributes all Police employee timecards;
- Calculates hours for all task force reimbursements and processes claim forms;
- Maintains all payroll related files including timecards;
- Trains and assists data entry personnel on timecard entry;
- Assists Finance Department personnel as needed with Police Department pay issues;
- Answers inquiries and provides assistance to employees regarding earnings, deductions, pay codes, and other timekeeping information;

Nonessential Duties and Responsibilities

Performs related work as required.

Supervision

Supervision is received from Police Records Manager or designee; no supervision is exercised.

Employment Standards

Knowledge of:

- Time keeping practices;
- Data entry practices and procedures;
- City policy and procedures;
- General office procedures and use of standard office machines and equipment, including computer systems;
- Principles and practices of customer service.

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Ability to:

- Operate computer keyboards with speed and accuracy;
 - Determine appropriate data format;
 - Perform routine, repetitive tasks with high degree of manual dexterity and accuracy;
 - Work cooperatively with others and contribute to a successful team effort;
 - Type or keyboard at a rate of 50 net words per minute;
 - Read, interpret and apply documents such as MOUs, penal and vehicle codes, departmental policies and procedures;
 - Learn appropriate terminology, codes and abbreviations;
 - Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Education and Experience - Graduation from high school or equivalent and two years experience performing responsible clerical duties, which included data entry. Two years of experience at a level equivalent to the City's class of Police Data Technician I.

License and Other Requirements - Must be willing to work assigned days and shifts, including swing shift and weekends.

In addition to the above, essential functions of the position requires the following physical, environmental and communication demands:

PHYSICAL: ***Continuous*** sitting, reaching at shoulder height, pushing/pulling; downward flexion of neck, side-to-side turning of neck; lifting objects weighing up to 10 lbs. at waist and chest level and transporting distances up to 15 feet; fine finger dexterity to operate computer keyboard and other office equipment; pinch grasp to manipulate writing materials, papers, files, and other office materials; ***occasional*** walking, standing, bending and stooping, squatting, climbing stairs, reaching above shoulder height, upward flexion of neck; lifting objects weighing up to 10 lbs. below waist, at and above shoulder level and transporting distances up to 15 feet; ***infrequent*** kneeling, balancing above ground on step stool, twisting at waist.

ENVIRONMENTAL: Exposure to: possible electrical or tripping hazards from wires, cords and cables; occasional fumes and odors of backup generator, sewer gas from drain backups; excessive dust from papers, particularly when documents are being shredded. Work environment is informal, both team and autonomy oriented, having routing tasks, with variable pace and pressure. Work is performed in a normal office environment in a small room in close proximity to coworkers. Work schedule is 80-hour pay periods, with unscheduled breaks. Overtime may occasionally be required due to workload. Incumbents may be required to work swing shift and/or weekends.

COMMUNICATIONS: ***Vision*** (may be correctable) to see writing, computer input and screens, ***writing*** to complete forms and affix signature to legal documents; ***reading*** computer screens, source documents, manuals, vehicle and penal codes, departmental policies and procedures.

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