

## **POLICE RECORDS TECHNICIAN**

### Definition

Under general supervision, performs a variety of responsible clerical duties in support of department operations.

### Duties And Responsibilities

Operates a keyboard or typewriter to produce reports, correspondence, schedules, notices and statistical data;  
Checks and tabulates statistical and financial data;  
Provides copies of reports to other law enforcement and criminal justice agencies;  
Processes payments of fees for crime and traffic reports and parking tickets and prepares receipts;  
Processes crime reports, arrest reports, citations, field interviews, and traffic reports according to departmental guidelines;  
Greets visitors and general public when assigned to front counter position;  
Answers inquiries from the public or refers to proper department or official;  
Releases information to the public in accordance with legal guidelines;  
Gathers information and compiles state-required reports;  
Uses computer terminals to access county, state, and federal law enforcement files when researching data regarding citations and arrests and responding to officer inquiries;  
Files cases, citations and alpha cards;  
Performs related work as required.

### Supervision

Supervision is received from Records Supervisor or Public Safety Services Manager; no supervision is exercised.

### Employment Standards

#### Knowledge of:

Office practices, procedures and standard office machines and equipment, including computer systems;  
Correct English usage, punctuation and spelling;  
Principles of customer service.

#### Ability to:

Maintain a variety of records and prepare reports of moderate complexity;  
Learn, interpret and apply rules, regulations and instructions;  
Operate computer keyboards with speed and accuracy;  
Establish and maintain effective working relationships with co-workers and the public;  
Type or keyboard at a rate of 45 net words per minute;  
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 of responsible clerical experience.

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In addition to the above, essential functions of the position require 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 35 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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Revised by  
Department - SLB