

POLICE RECORDS TECHNICIAN

*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.*

DEFINITION

Under general supervision, to perform specialized and complex clerical work at the journey level in a centralized police records center; to apply complex release of information policies when providing restricted access law enforcement information; to input, modify and retrieve data in complex state and national law enforcement computer systems; and to perform related work as required.

CLASS CHARACTERISTICS

This is the full journey level class within the Police Records Technician series. Employees within this class are distinguished from the Senior Police Records Technician by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Conducts searches of various law enforcement computer systems to obtain criminal history, wanted person, vehicle impound, Department of Motor Vehicle and other police-related information; applies Oceanside Police Department, Department of Justice and other release of information policies when providing information to law enforcement personnel and the public; provides police clearance letters; enters, modifies and retrieves stolen and recovered vehicle, property, pawn, gun, boat and missing person records into state and national law enforcement computer systems; records vehicle impound information from tow companies; evaluates correctness of information contained in police reports; corrects any inaccuracies; verifies property entries of serial numbers, quantity and prices on teletypes; sells crime cases and traffic accident reports to the public via mail or at a public counter; sends and receives teletype messages via computer terminal; sorts, photocopies, routes and files arrest and crime reports; assists law enforcement personnel at a law enforcement information counter; collects fees for police licenses, clearance letters, reports and fingerprinting; maintains and checks logs of reports received; prepares form notices for owners of recovered and impounded vehicles; issues cite books to officers and retrieves for record keeping; accepts and files subpoenas for officers to have requested reports copied and returned; may assist in training; may direct coworkers in the absence of the supervisor; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Legal guidelines, regulations, laws and procedures governing the confidentiality, security and processing of law enforcement related records;
- Police terminology and law enforcement codes;
- Principles of record keeping and automated information systems;
- Police Department organization and procedures as they relate to the processing of police records.

Ability to:

- Interpret and apply administrative and departmental policies and procedures;
- Maintain confidentiality in stressful situations;
- Analyze situations appropriately and take an effective course of action;
- Communicate effectively both orally and in writing;
- Effectively organize and prioritize own work assignments to work within deadlines;
- Process a wide range of detailed paperwork and data in accordance with specific procedures;
- Work variable shifts, during weekends and holidays;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Maintain mental capacity which allows for effective interaction and communication with others;
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Qualifications

Experience: One year of clerical experience in a centralized law enforcement records center.

Training: Equivalent to the completion of the twelfth grade.

WORKING CONDITIONS

Environmental Conditions: Office environment.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; sitting or standing for prolonged periods of time.