

POLICE CLERK I

DEFINITION

Under general supervision, to learn to perform a variety of office assistance and law enforcement support duties in the maintenance of Police Department records and reports; to perform counter work with the public; to process warrants; to perform general office support assignments; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Police Clerk class series. Incumbents learn to maintain Police Department records and reports. Incumbents perform many assignments in training and learning capacity.

REPORTS TO

Police Commander or other law enforcement management/supervisory staff.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

ESSENTIAL FUNCTIONS

Enters information into a computer system, reviewing documents for accuracy and appropriateness of the cited codes; enters citation, report, arrest register, and disposition data into the appropriate data base and/or information system; distributes citations/reports to other law enforcement agencies; reviews information requests and retrieves data from various data bases; serves as a receptionist, providing public information regarding department procedures and practices and selling reports; operates the CLETS system to print booking slips, registrations, warrant entries, criminal history, etc.; handles vehicle and property releases; issues bike licenses; issues and types ID cards for City employees; registers sex, drug, and arson offenders; prepares monthly and annual crime and department activity reports; types a variety of reports, warrants, statements, statistical data, and correspondence from rough drafts, marginal notes, or verbal instructions; uses duplicating equipment to make copies of documents and reports; provides information and directions to the public regarding the filing of complaints, etc.; contacts other appropriate law enforcement agencies regarding warrants, disposition of charges, and extradition of prisoners; indexes, selects, cross-references, and arranges records, documents, and correspondence in a variety of files and computerized information systems; verifies the proper recording of documents; handles mail and telephone requests for reports; balances the cash drawer; keeps arrest registers and performs NCIC validation and arrest dispositions; handles

subpoenas; answers the telephone, exercising basic responsibility in determining the priority of responses and transferring emergency calls to other agencies, as warranted; and receives, sorts, and distributes incoming and/or interoffice mail.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office methods, practices, and procedures including business correspondence, filing, and standard office equipment operation including word processing equipment.
- Correct English grammar, usage, and spelling.
- Proper telephone techniques and procedures.

Ability to:

- Learn the operating policies, procedures, and functions of the Atwater City Police Department.
- Learn the laws, codes, and regulations related to police records and reports.
- Learn to operate computerized systems and Teletype equipment.
- Use sound judgment in handling sensitive material.
- Understand and follow oral and written directions.
- Read, analyze, and interpret laws, codes, rules, and regulations.
- Evaluate situations and respond appropriately.
- Type and/or use a computer keyboard from clear copy at a speed necessary for successful job performance.
- Take and transcribe dictation and meeting notes at a rate necessary for successful job performance.
- Use a computer keyboard to enter and extract a variety of data and information.
- Perform a variety of office support work.
- Deal tactfully and courteously with the public and other staff.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Two (2) years of increasingly responsible work experience performing a variety of office and administrative support work including substantial experience in a position requiring frequent public/customer contact.

SPECIAL REQUIREMENTS

- None.

Education:

- Equivalent to graduation from high school.

License:

- Possession of a valid California driver's license.

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