

## **POLICE CLERK II**

### **DEFINITION**

Under general supervision, 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. Bargaining Group: Atwater Police Officers Association (Miscellaneous) Unit

### **DISTINGUISHING CHARACTERISTICS**

This is the fully experienced level in the Police Clerk class series. Incumbents maintain a variety of Police Department records and reports and provide clerical support to department management. Incumbents may provide support to a board, commission, or committee. This class is distinguished from Police Clerk I by the fact that Police Clerk I's perform many assignments in training and learning capacity.

### **REPORTS TO**

Police Sergeant, other law enforcement management or supervisory staff, or as assigned.

### **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; may administer Live Scan; may process carried concealed weapons renewals; 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 or uses word processing software to prepare a variety of reports, warrants, statements, statistical data, correspondence, and reports from rough drafts, marginal notes, or verbal instructions; may take notes from dictation or recording and accurately transcribe them; may take minutes of meetings; 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; may process invoices and assist with department budget; may maintain and update inventory of department supplies; may process and carry out purchasing requests for the department; 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; receives, sorts, and distributes incoming and/or interoffice mail; and may provide administrative support to the Police Chief.

### **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.
- Correct English grammar, usage, and spelling.
- Proper telephone techniques and procedures.
- Operating policies, procedures, and functions of the Atwater City Police Department.
- Laws, codes, and regulations related to police records and reports and the confidentiality of information.
- Police terminology.

#### **Ability to:**

- Operate computerized systems and Teletype equipment.
- Use sound judgment in handling sensitive material.
- Understand and follow oral and written directions.
- Prepare and maintain accurate records.
- Read, analyze, and interpret laws, codes, rules, and regulations.
- Evaluate situations and respond appropriately.

- 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.
- Type and/or use a computer keyboard from clear copy at a speed necessary for successful job performance.

**Training and Experience:**

- Three (3) years of increasingly responsible office and law enforcement support work experience including training in the operation and use of automated law enforcement information systems and substantial experience in a position requiring frequent public/customer contact; or,
- Two (2) years of increasingly responsible work experience as a Police Clerk I with the City of Atwater.

**SPECIAL REQUIREMENTS**

- None.

**Education:**

- Equivalent to graduation from high school.

**License:**

- Possession of a valid California driver's license.

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