

# **CITY OF HALF MOON BAY**

## **JOB CLASS SPECIFICATION**

### **POLICE CLERK I/II**

#### **DEFINITION**

Under general supervision, performs a variety of clerical assignments involved in the preparation, processing and delivery of documents related to activities of the Police Department; meets the public and answers the telephone providing information regarding police functions and activities; maintains and records evidence; performs a wide variety of responsible clerical duties; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

The **Police Clerk I** is the entry level class in the Police Clerk series responsible for performing reception and less complex assignments and law enforcement support activities within an established procedural framework where there are minimal consequences of error. This classification is distinguished from the next higher classification of Police Clerk II by the performance of more routine, repetitive and less complex assignments.

The **Police Clerk II** is the journey level class in the Police Clerk series responsible for providing a variety of services including preparation of correspondence, record keeping and the processing and delivery of documents and evidence. Incumbents have significant public contact by providing the public with information about the City's police function, procedures and activities. This class is distinguished from the Police Secretary which performs complex, confidential and sensitive duties in support of the Chief of Police, with more independence of action.

#### **SUPERVISION RECEIVED/EXERCISED**

General supervision is received from the Police Records Supervisor. Incumbents of this class do not routinely exercise supervision.

**ESSENTIAL AND IMPORTANT DUTIES** *(include but are not limited to the following)*

Answer the telephone and wait on the general public, providing information on departmental and City policies and procedures as required. Refer calls to the appropriate department personnel.

Prepare correspondence, review and distribute incoming mail, track documents and schedule appointments.

Receive calls for service, record necessary information and prepare requests for police services. Notify dispatch center and watch commander.

Process a variety of documents including arrest reports, parking and traffic citations, background checks, alarm registrations, and logs and files. Enter information in the automated records management system.

Maintain court calendars for officers, including maintaining records and notices of court appearances. Deliver documents to the courts, the Department of Justice, the District Attorney and other law enforcement agencies. Deliver evidence to laboratories for processing.

Perform a wide variety of routine clerical work including filing, indexing, verifying and recording information and copying.

Compile information and data for statistical purposes. Check and tabulate statistical data. Prepare simple statistical reports. Process cash records. Issue, receive, type and process various applications, permits and other forms.

**KNOWLEDGE, SKILLS, AND ABILITIES**

*(The following are representative samples of the necessary knowledge, skills, and abilities needed to perform the essential duties of the position)*

**Knowledge of:**

- Modern office methods, procedures and equipment, including use of computers.
- Accounting and statistical data record keeping.
- Clerical procedures, including English usage, statistical research, and administrative report writing.

- Policies, procedures and functions of a law enforcement department.
- Basics of the California Vehicle Code, Penal Code, Government Code and Evidence code.
- The process and maintenance law enforcement reports and records.
- Operating procedures for law enforcement related office machines.

**Skill to:**

- Operate an office computer and a variety of word processing and software applications.

**Ability to:**

- Compile, maintain, process and prepare a variety of records and reports, including budget estimates and expense reports.
- Maintain statistical records and reports.
- Interpret and apply a variety of laws, codes and departmental rules and policies.
- Work independently and use good judgment in providing support services.
- Work tactfully and courteously with others in answering questions, disseminating information and providing assistance to others.
- Establish and maintain cooperative working relationships.
- Maintain confidentiality of information.

**EDUCATION AND EXPERIENCE**

*(The following minimal qualifications are necessary for entry into the classification)*

Any combination of education and experience that provides the knowledge, skills and abilities necessary for a **Police Clerk I** is required. A typical way of obtaining the required qualifications is to possess a high school diploma or equivalent and specialized clerical course work.

Any combination of education and experience that provides the knowledge, skills and abilities necessary for a **Police Clerk II** is required. A typical way of obtaining the required qualifications is to possess two years of responsible office assistance work experience, preferably in a law enforcement environment and a high school diploma or equivalent.

### **WORKING CONDITIONS**

These positions require sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. These positions also require grasping, repetitive hand movement and fine coordination in preparing reports and data and using a computer keyboard. Additionally, these positions require near, far and color vision in reading data and using the computer and acute hearing is required when providing phone and counter service. The need to lift, drag and push file boxes weighing up to 25 pounds also is required. Incumbents, while processing and storing evidence, may be exposed to a variety of hazardous wastes such as blood, narcotics, body fluids and other unidentified elements.

### **LICENSES, CERTIFICATES, AND REGISTRATIONS**

Possess a class C California driver's license at the time of appointment.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*