

POLICE CLERK I/II

DEFINITION

Under general supervision, performs clerical and public contact tasks associated with the completion, processing and retention of forms, reports, and official documents necessary to the conduct of police department programs; may assist in searching and escorting prisoners; performs related duties as required.

CLASS CHARACTERISTICS

This is a flex class. Positions are typically budgeted at the journey level, Police Clerk II, but are under-filled at the Police Clerk I until the incumbent acquires the full range of knowledge, skills and abilities required of a journey level Police Clerk. The progression of a Police Clerk I to a Police Clerk II typically requires a minimum of two years experience at the entry level and an evaluation of employee knowledge, skills, abilities, and performance level by management.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Performs a variety of clerical work including typing, proofreading, filing, coding, billing, copying reports, documents and records, checking and recording information.

Answers the telephone and waits on department visitors requesting information or transacting business with the police department; processes special business licenses and applications for permits for concealed weapons, alarms and the operation of secondhand businesses, pawn shops, and massage parlors.

Processes registrations for arson, narcotics and sex offenders; obtains necessary information and completes forms; fingerprints registrant and takes pictures; enters information into Violent Crime Information Network.

Takes fingerprints of individuals applying for permits, licenses or other purposes as required.

Types letters, memorandums, reports, and other materials from oral direction, rough draft, copy, notes or transcribing machine recordings.

Operates adding machines, calculators, computer terminals, and other office equipment; receives, sorts, and distributes incoming and outgoing mail.

Processes warrants, subpoenas, and orders to show cause and related material.

Uses CRT, word processing, and teletype terminals to input and receive law enforcement and general administrative records and information.

May assist in the searching and transport of prisoners.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include successful completion of high school or equivalent and:

Police Clerk I: one year of general clerical experience which included routine record keeping, public contact, and typing.

Police Clerk II: two years of clerical experience comparable to that of a Police Clerk with the City of Ridgecrest.

Knowledge, Skills, and Abilities (Levels to be commensurate with experience/training)

Working knowledge of general record keeping practices; procedures, methods, office equipment, and record keeping; basic knowledge of computers and programs used in word processing and record keeping; Skill in the operation of a variety of office equipment.

Ability to perform routine typing, record keeping, and filing; make arithmetic calculations quickly and accurately; operate office computer terminals; work independently in accordance with established procedures; understand and apply instructions related to the completion of forms and reports; maintain records; communicate effectively; establish and maintain cooperative working relationships; meet the public in situations requiring diplomacy and tact.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record, may be required for some assignments.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE: I, 4, 7, 12.