

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**POLICE RECORDS CLERK**

Civil Service Status: Open Competitive  
Probationary Period: One (1) Year  
Classification Series: Police-Civilian Non Sworn  
FLSA Status: Non-Exempt

Bargaining Unit: General Employees' Association  
Approved by City Council: December 7, 2009  
Resolution No.: 2009-132

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision of the Police Management, this non-sworn, non-peace officer, uniformed position, provides a wide range of basic office support assistance for various work shifts in the Police Records Bureau, including receiving and distributing police records information to and from the public, outside law enforcement and other governmental agencies, and filing and receiving information to maintain the department's specialized record retention and retrieval system, by using electronic and manual data entry and retrieval systems. May be assigned to work night shifts, weekends, holidays, or other unusual hours; may assist in the processing, searching and transporting of female prisoners; and does related work as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Enters crime and arrest data into information systems such as CLERS, CLETS, NLETS, CCUG, ARS/RMS and the State Department of Justice database using terminals or computers;
- Checks for the accuracy and completeness of all materials/ information being entered, stored or compiled;
- Establishes and maintains traditional and automated filing systems by accurate data entry of report information to RMS, preparing file folders, sorting, filing, shelving or storing materials;
- Interacts with the public or internal customers both in person or over the phone;
- Provides routine and requested information and directs individuals to appropriate person or department;
- Contacts individuals in person or by phone to obtain information, documents, or resolves discrepancies;
- Contacts other governmental agencies to verify and/or obtain data;
- Processes mail requests by check or money order. Receives money orders for payment after normal business hours, reconciles and balances register funds, performs arithmetic computations utilizing calculators or computers;
- Types/word processes letters, memos, reports, forms, lists or other written material or narratives from rough drafts or hand-written materials, using a typewriter or personal computer;
- Inputs data and prepares reports, charts, graphs and tables using a calculator and, standard specialized computer software;
- Processes documents for court filing by retrieving, compiling and copying appropriate materials and checking for accuracy and completeness;
- Properly releases police records to the public and governmental agencies;
- Handles highly confidential data and information;

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- Complies with local, state and federal regulations pertaining to Criminal Offender Record Information and the release of public records;
- Performs assigned duties of the position in a safe efficient manner;
- Performs other related duties as assigned, or as the situation is required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Office procedures, practices and equipment;
- Detailed record keeping and filing practices;
- Correct grammar usage, punctuation, spelling and vocabulary;
- Basic mathematical operations such as addition, subtraction, multiplication and division;
- Good customer service practice.

**Skills:**

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;
- Type at least 40 words accurately per minute;

**Ability to:**

- Work within an established chain of command organizational structure;
- Accurately assess customer problems and understand needs and situations;
- Act in a decisive manner, using good judgment, common sense and reason;
- Deal tactfully and courteously with the public;
- Exercise tact & diplomacy, striving to promote a positive & cooperative atmosphere;
- Trains and assists incoming personnel such as Clerks, Cadets, Explorers and Volunteers;
- Learn new information for department technical and procedural improvement;
- Interpret and follow department rules, policies & procedures;
- Communicate effectively with a variety of employees and public;
- Establish and maintain smooth working relationships and resolve interpersonal conflicts;
- Format information such as lists, tables, documents, & correspondence;
- Handle confidential information with discretion and in accordance with established Police procedures and State and Federal laws;
- Interpret and apply laws, rules, regulations, procedures and policies;
- Learn and utilize highly specialized database software to enter and retrieve data;
- Listen and ascertain relevant information accurately;
- Maintain filing systems;

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- Maintain accuracy while performing a high volume of very detailed, repetitious work under strict deadline pressure;
- Work weekends, holidays, and rotating shifts;
- Work overtime as requested;
- Maintain a safe working environment;
- Develop necessary skills from on the job training and meet the standards of performance for the classification by the end of the probationary period;
- Perform other related duties as assigned or as the situation requires.

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination).

**Experience:**

- One (1) year of general clerical experience involving public contact and handling a variety of typing, filing and record keeping tasks.

**License:**

- A valid California Class C Driver's License and a satisfactory driving record.

**Special Requirements:**

- Must be able to work a rotation shift, nights, weekends, and holidays;
- Requires wearing uniforms, and working in a closely situated work area;
- Must pass a Police Departments background check;
- Must demonstrate the ability to type at least 40 words per minute accurately.

**Physical Requirements:**

- Must meet approved physical and pre-placement medical standards for the position.

**Bilingual Pay:**

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.