

POLICE ADMINISTRATIVE CLERK

DEFINITION

To perform a wide variety of routine to difficult and confidential clerical support to the Police Department.

SUPERVISION RECEIVED AND EXERCISED

General Supervision is provided by the Police Sergeant. No supervision is exercised over others.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Essential

Input and access information from the California Law Enforcement Teletype System (CLETS) which is audited by various government agencies; retrieve confidential automated information ensuring legal mandates are met for traffic court appearances and levying of fines.

Compile monthly crime stats for administration and the DOJ, maintain a weekly arrest log that is sent to the Chief of Police as well as a crime reporting agency.

Review and edit in-field reports; merge reports into various law enforcement records systems.

Prepare misdemeanor and felony court packets for the DA's Office.

Witness or participate in the search of female prisoners, as assigned.

Perform fingerprinting services on a Livescan machine and Inked Fingerprint Cards for city employees, casino applicants and citizens.

Enter criminal and traffic subpoenas.

Assist detectives on cases by researching information such as criminal history, registered vehicles, registered guns, and performing warrant and in house checks.

Review casino gaming license applications and run applicant information through various law enforcement databases.

Inform appropriate personnel of reported complaints and code violations.

Type and proofread a variety of documents including reports, memos, and statistical charts from oral direction, rough draft, forms, copies, and notes.

Perform a variety of clerical work including filing, billing, checking, and recording information on record.

Compile information and data for statistical and financial reports, including sealing cases when ordered by the courts.

Maintain a variety of statistical records; check and tabulate statistical data; prepare simple statistical reports.

Maintain inventory records; process purchase requisitions; maintain purchase records; resolve errors in orders received and invoices, as assigned.

Process requests for records as well as forms to initiate changes in records.

Operate adding machine and other office equipment including a computer.

Order supplies; submit expense claims.

Act as receptionist; answer the telephone and assist the general public, providing information on departmental policies and procedures as required.

Sort and file documents and records, maintaining alphabetical, index, and cross-reference files.

Receive, sort and distribute incoming and outgoing correspondence, including fingerprint cards.

Schedule appointments and various meetings as needed.

Issue, receive, type and process various applications, permits and other forms, as assigned; issue vehicle releases.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, punctuation, and basic business arithmetic.

Office methods and equipment including a personal computer.

Organization, procedures and operating details of the Police Department, including handling of confidential information.

Word processing and spreadsheet software; receptionist and telephone techniques.

Ability to:

Type at a speed of no less than 40 net words per minute from clear copy.

Perform routine to difficult clerical work; learn office methods, rules, and policies.

Understand and carry out oral and written directions; operate a computer terminal.

Exercise good judgment and discretion when handling confidential information.

Perform difficult emergency reception duties.

Communicate clearly and effectively with members of the public.

Maintain a command presence when assigned to witness or participate in the search of female prisoners.

Render proper and immediate assistance when faced with in progress disturbances and assault victims that need help.

Interpret correctly and apply policies and procedures of the Police Department.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible general clerical experience.

Education:

Equivalent to completion of the twelfth grade supplemented by specialized clerical courses.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: up to 6 hours of sitting, standing, and hand-eye coordination; up to 3 hours of walking, bending, crouching, stooping, twisting, turning, firm grasping, reaching forward or overhead, pinching, color vision, ear plugs required; up to 3 hours of lifting, carrying and pushing/pulling 10lbs. or less; 3 to 6 hours of face-to-face, verbal, or public speaking, finger dexterity, light grasping, near vision accuracy, holding conversations or on the telephone.

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables, interpreting, taking, comprehending and following instructions; detailed, uninvolved instructions; one or two-step instructions; simple reading, writing and math

skills; clerical; forming, analyzing, compiling, computing, comparing, supervising, speaking-signaling, serving, helping; perform simple, repetitive tasks to varied, complex tasks; maintain work pace; relate to other people; influence other people; responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors, using a computer and other office equipment; working along; working around or with others.