

**Grass Valley Police Department  
JOB DESCRIPTION**



**Police Records Technician**

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**Department: Police**

**FLSA Status: Non-Exempt**

**Reports To: Police Supervisor**

**Unit: Part-time Position (24-30 hrs /week)**

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**SUMMARY OF JOB PURPOSE**

Assists with inquiries made by telephone and in person regarding department information, and police functions. Performs responsible administrative duties in support of Police Department activities including the processing and release of reports and records, data entry, receiving and responding to questions from the public and outside agencies. Performs other clerical duties in support of operations. Coordinates and participates with other Police Department personnel in a variety of special events throughout the community.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a police supervisor.

**ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)**

1. Performs a variety of responsible duties related to the processing of police reports including receiving, reviewing, logging, copying, distributing and filing police reports; makes routine corrections.
2. Provides customer support via the telephone and at the front counter; receives and responds to requests for information from City departments, outside agencies, and members of the public; receives and processes requests for reports, determining information to be released in compliance with the Public Records Act.
3. Receives and tracks subpoenas for department personnel and witnesses.
4. Serves as liaison between the department and outside agencies.
5. Queries and prints criminal history and driver's license records; completes Department of Justice disposition forms necessary for submission to the District Attorney's Office.
6. Conducts fingerprinting for Sex, Narcotics, Arson and other registrants.
7. Reviews records for compliance with the records retention policy; purges and prepares documents for destruction as required.
8. Receives and processes requests for local background checks.
9. Prepares and maintains a variety of statistical information for GVPD and Department of Justice use.
10. Performs a variety of general administrative tasks such as sending/receiving and processing incoming mail, and ordering office supplies.
11. Utilizes cash register, receives money and issue a variety of permits and licenses.
12. Participates in a variety of special events for the department to bring department services to the awareness of the public.
13. Assists Evidence Technician and Admin Clerk as assigned.
14. Performs other related duties and responsibilities as assigned.

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**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

1. Principles and practices of record keeping and reporting;
2. Modern office equipment and procedures including use of word processing and spreadsheet applications, scanners, copiers, printers and electronic file structures;
3. English usage, spelling, grammar and punctuation;
4. Principles of customer service;
5. Local and State laws governing the release and distribution of law enforcement records;
6. Proper use of various law enforcement databases and software;
7. Cash handling methods.

Skills in:

1. Recognizing, prioritizing and accomplishing needed tasks;
2. Researching, preparing and writing clear and concise reports.
3. Understanding, interpreting, and applying general and departmental policies and procedures.

Ability to:

1. Respond to requests and inquiries from the general public.
2. Independently perform a full range of varied complex, sensitive, highly responsible, and confidential office administrative, clerical, and routine support functions of a general or specialized nature in support of the police department.
3. Plan and organize work to meet changing priorities and deadlines.
4. Understand the organization and operation of the police department and of outside agencies as necessary to assume assigned responsibilities.
5. Interpret and apply applicable federal, state, and local laws, codes, and regulations.
6. Perform a variety of customer services in support of assigned function.
7. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
8. Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports.
9. Read, understand, and review documents and reports for accuracy and relevant information.
10. Operate office equipment including computers, scanners, and supporting word processing, spreadsheet, and database applications.
11. Adapt to changing technologies and learn functionality of new equipment and systems.
12. Prepare clear, accurate, and concise letters, reports, and other correspondence.
13. Establish, organize, and maintain a variety of specialized files and records.

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14. Respond tactfully, clearly, concisely, and appropriately to inquiries from the public or other agencies on sensitive issues in area of responsibility.
15. Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
16. Work independently and as part of a team.

**QUALIFICATIONS**

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

**PHYSICAL REQUIREMENTS**

1. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
2. Must be able to sit at a confined work station for extended periods while performing essential duties.
3. On a continuous basis, sit at a desk for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
4. While performing the duties of this job the incumbent is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The incumbent is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 20 pounds alone, and up to 40 pounds with assistance. See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

**EDUCATION AND EXPERIENCE**

1. An Associates of Arts degree or above from an accredited college or university with major course work in general education, criminal justice, business, accounting, or a related field;
2. 3 years experience in customer service, clerical work, and processing records.

**CERTIFICATES, LICENSES AND REGISTRATIONS**

1. Must have an acceptable driving record and possess an appropriate California Driver's License.
2. Pass criminal / personal history background check prior to hire date.

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3. Must attend and satisfactorily complete a POST certified Police Records course within 1 year of hiring. (City to schedule time for this class and cover the costs.)

**LANGUAGE SKILLS**

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

**MATHEMATICAL SKILLS**

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, and dividing.

**REASONING ABILITY**

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Resolve problems involving several known variables in standardized situations using standard industry and departmental processes and/or procedures.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted:

Revised:

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