



POLICE CLERK I & II

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.

DEFINITION

Under supervision, to perform a variety of specialized typing, computer data entry, work processing, and clerical work involving the processing, filing and maintenance of the police department records, reports and documents; do related work as required.

DISTINGUISHING CHARACTERISTICS

Police Clerk I: entry level classification in the police clerk series.

Police Clerk II: Journey level classification in the police clerk series, obtained after two years of successful employment (which includes the successful completion of training schools, passing probation and receiving evaluation ratings of standard or higher) with the City of Burlingame at the police clerk I level.

ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

Police clerk I and II are expected to learn and know the duties of each position within the records bureau as follows: Prepare materials for and process all types of warrants, fingerprint records, and stolen and abandoned vehicle records; sort, indexes, routes, and makes copies of reports and related documents; assists citizens at the police department front counter taking a variety of reports, answering questions, providing directions, etc., aid in the completion of a variety of application and complaint forms; receive and process parking and traffic citations; check records and information by use of the police department computer system; maintains various logs or warrants, subpoenas, vehicles, etc; reads and copies reports from microfilm; posts monies received for fines and forfeitures onto ledgers or into the departmental computer; computes the distribution of fines and forfeitures to the city; takes incoming business related telephone calls; collect fees at the front office counter, etc.

Other Duties: May work alone; use and read maps to provide directions to inquiring citizens; release property to citizens; transcribe audio tapes; package items for shipment in the U.S. mail; secures information from files and reports for authorized personnel or parties; extracts information from reports and transfers it into the records computer by data entry using computer keyboard and monitor; prepares transmittal sheets for bail monies; composes a variety of correspondence to traffic offenders, arrested persons count appearance times and dates or other reasons, as well as typing letters, envelopes, etc., for other departmental personnel; provides the public with general information and refers incoming telephone calls to the appropriate offices; writes and issues receipts for

purchases of copies or reports, keeps current on all laws and requirements concerning release of criminal offender record information.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Police Clerk I

Knowledge of: modern office methods, English language (usage, spelling, grammar, punctuation, etc); basic arithmetic (adding, subtracting, multiplying, dividing, etc).

Ability to: learn to retain and use department policies and procedures and to explain them to the public; maintain a variety of records, reports, files, etc; communicate clearly (orally and in writing) with the public; understand and follow oral and written instructions; perform clerical procedures of a modern law enforcement department; obtain information from written reports; and do data entries into the departmental computer system.

Police Clerk II

Knowledge of: the same as listed under Police Clerk I in addition to knowledge of police department policies, procedures, rules and regulations.

Ability to: perform the same as listed under Police Clerk I in addition to explaining departmental policies, procedures, rules, and regulations to the public; accurately extract information from written reports and complete data entries into the departmental computer system, accurately maintain a variety of records and files; perform clerical procedures with speed and accuracy; analyze situations accurately and adopt effective courses of action.

Police Clerk I & II

Skills: Attend and successfully complete a 40-hour basic records course and related course offered by and accredited California community college; ability to use and operate a number of machines including, but not limited to, a multi-line telephone switchboard, a police computer (keyboard and monitor), an electronic cash register, a facsimile machine, a copy machine, a microfilm copy machine, electric typewriter, postage meter machine, computer aided dispatch keyboard and screen, and a state computer keyboard and monitor; ability to fingerprint and use a fingerprint machine; type at a speed of 40 to 50 words per minute; use of the computer system with speed and accuracy.

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

Education and Experience: Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be at least one year of clerical experience, preferably in a law enforcement agency, and graduation from high school or possession of a GED certificate.

Police Clerk II: Two years experience as a police clerk I with the City of Burlingame; successful completion of the probationary period and evaluation ratings of “standard” or above.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Use independent judgment and initiative particularly when dealing with the public; establish and maintain cooperative working relationships with citizens, peers, police personnel and employees in other departments; remain calm and exercise good judgment; may be required to work evenings, weekends, holidays, etc.; sit for long periods of time at a desk; viewing a computer screen while using a computer keyboard and doing data entry; stretch, kneel, stoop, bend and twist body when viewing, locating, or retrieving files, obtaining reports, additional supplies, etc. Ability to read and comprehend written documents, computer screens, cash register buttons and tapes, postage meter numbers, typewriter and computer keyboard, copy machine instructions, microfilm documents, etc. Ability to hear and understand normal conversation, verbal directions, questions from the public, telephone callers, etc.

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AFSCME 829
NON-EXEMPT
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