



## **POLICE CLERK III**

*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**

#### **Assistant to the Services Division Sergeant**

The clerk in this position will have the responsibility to assist the Services Division Sergeant in the smooth running of the record section of the Burlingame Police Department, in addition to the daily duties of the desk.

### **DISTINGUISHING CHARACTERISTICS**

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

- Help train new employees
- Answer questions in regards to the duties of the five desks in the record section
- Make sure the work is done in a timely fashion
- Distribute the workload when an employee is on vacation or sick leave
- Keep up with computer updates, both in-house and state computers
- Disseminate new information to the other clerks, i.e. computer updates, Burlingame Police Department directives, records handling updates
- Establish a program so that every clerk in the record section is cross-trained and can take over another employee's desk in the absence of that employee
- Identify problems that have arisen and anticipate potential problems before they arise
- Perform other duties as directed by the Services Division Sergeant
- Perform the daily duties of one of the desk in the Record Section

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

##### **Education and/or Experience**

The Police Clerk III must have completed 3-years as a Police Clerk II in the record section of the Burlingame Police Department. In addition, the clerk must have knowledge and job proficiency in the following areas of responsibility:

- The duties of all the desks in the record section
- Department procedures as well as State laws
- Usage of both in-house computer and state computer
- Train new employees and answer questions related to the duties of the five desks
- Use independent judgment and initiative when dealing with the other clerks and the public
- Organize and plan distribution of the workload efficiently

- Communicate well with police personnel, employees of other departments and the citizens.

## **License/Certificate**

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

### **Knowledge:**

- Ability to retrieve and add information from the in-house computer, CJIS (San Mateo County Sheriff database) and the state computer
- Keep abreast of computer updates and disseminate information to other clerks
- Process warrants; enter information in the Burlingame Police Department computer and the CLETS system, keep due diligence by BPD officers and outside agencies. Process bail and Own Recognizance release. Arrange for pick up of subjects arrested by an outside agency on Burlingame Police warrants.
- Process Golden Rod received from the District Attorney making sure they are answered by the officers in a timely fashion
- Process disposition of closed cases, i.e. cases that have been rejected by the District Attorney as well as cases that have been prosecuted. Disseminate the information to the officers involved in these cases. From a monthly list issued by the District attorney, research cases that are still open in our files, find the disposition in CJIS, update our records and disseminate that information
- Process incoming US mail, i.e. DOJ and FBI rap sheets, DMV licensing, fingerprint cards, requests for copies of police reports
- Process subpoenas: enter information in the in-house computer, making sure they are served in a timely fashion
- Process parking and moving citations
- Process Restraining Order, keep copies up to date in the dispatch center
- Release impounded vehicles to registered owners
- Fingerprint citizens. Issue taxi permits
- Process paperwork for drug, arson and sex registrants. Disseminate the information to the concerned agencies
- Purge marijuana records in the in-house computer as well as in the hard copies of reports/arrests.
- Seal Juvenile records, removing all reference of that juvenile's arrests in the Burlingame Police Department's files
- Initiate various correspondence
- Collect, balance and process fees
- Initiate monthly crime statistics and produce the arrest register for distribution to the California Department of Justice and Burlingame City Manager
- Assist citizens in person as well as on the phone

A204  
POLICE CLERK III  
AFSCME 829  
NON-EXEMPT  
REVISED: APRIL 1999