

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Police Records Specialist	Job Family: V
General Classification: Front-Line	Job Grade: 8

Definition: To contribute to public safety support services by maintaining the Police and Fire records system, responding to citizen inquiries, and providing information from the records system to other department personnel.

Distinguishing Characteristics: This specialized clerical position receives the public at the Police station, responds to telephone calls, processes Police and Fire reports, maintains the comprehensive record system of the Police and Fire Departments, and assists other department personnel in obtaining information from the records system.

Receives technical and functions direction from the Lead Police Records Specialist and general direction from the Police Records Supervisor.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Receives information and complaints from the public by telephone and in person, relaying information as needed to appropriate department personnel.
2. Responds to inquiries by the general public with information on Police services and procedures.
3. Processes and indexes a variety of Police and Fire records and reports.
4. May process State of California mandated registrants, including, but not limited to, sex, arson, narcotic, and gang registrants.
5. Enters, updates, and maintains data for various types of records into computer databases, including, but not limited to, City, County, State, and Federal criminal history databases, while ensuring accuracy and confidentiality of all information.
6. Operates standard office equipment, including word processing equipment as assigned; shall perform duties on computer spreadsheet programs.
7. Receives bail money and schedules court dates.
8. Researches and supplies various information when requested by department personnel.

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9. Researches and supplies various information and reports to authorized persons other than department personnel as permitted by law.
10. Assists in the care of children brought to the attention of the Police Department; may assist in questioning of subjects or victims as needed.
11. Prepares cases for filing with the court or District Attorney's Office, coordinates service of subpoenas on public and department personnel, and maintains departmental forms supply as assigned.
12. Perform Live Scan fingerprinting for City employees, public, taxi and/or tow permits, and to complete prebookings.
13. Maintains warrants systems and coordinates prisoner transport as assigned.
14. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Basic English and arithmetic; City and Police Department policies, procedures, and services; types, sources, and the nature of Police and Fire records; operation of software programs using a personal computer, i.e., word processing, spreadsheet, and database applications; use of computer-based information systems.

Ability to: Accurately type 35 wpm; maintain a wide variety of records related to Police and Fire services; courteously and tactfully relate to the public and law enforcement personnel; process related Police matters such as receive bail money, schedule court dates, etc.; operate personal computer and utilize computer-based applications/software, learn and use automated public safety systems, such as computer-aided dispatch (CAD), records management (RMS), as well as City, County, State, and Federal criminal justice systems such as CLETS, NLETS, and NCIC; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: A combination of relevant education, experience, and training that satisfies the required minimum qualifications, knowledge, and abilities.

Equivalent to graduation from high school and one year of full-time clerical experience.

Required Licenses or Certificates: Possession of a valid Class C California Driver License.

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Working Conditions: Occasional heavy and unpredictable workloads. Required to work rotating shifts, including evenings, weekends, and holidays.

Established: February 1980

Revised: September 2016

HRD/CLASS SPECS

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