

POLICE RECORDS TECHNICIAN

DEFINITION

Under supervision to perform specialized clerical and technical police record keeping work on an assigned shift; to greet the public and answer the telephone, providing information about Police Department functions and activities; to assist with the preparation of reports; and to perform related work as required.

EXAMPLES OF DUTIES

Performs specialized clerical and technical police recordkeeping work; uses a computer terminal to input and retrieve data; processes traffic warrants, fingerprint records, stolen, and abandoned vehicle records and a variety of crime reports; types a variety of information; sorts, indexes, routes, and makes copies of crime reports; assists persons at the complaint desk with information and forms concerning complaints, reports and records, registrations, and other matters; secures information from files and records for authorized personnel; checks records by use of computer terminal or teletype equipment, entering proper codes and handling output in accordance with established policies and procedures; prepares a variety of records such as fingerprint cards, warrant logs, and bail money reports and receipts; prepares correspondence, general reports, and other specialized reports, including statistical data; microfilms and copies materials; checks forms, records, reports, applications, and other materials for accuracy, completeness, and conformity with established procedures; notifies officers of court appearances and cancellations; prepares summary reports on public safety Departmental activities and emergency responses; provides relief for switchboard operator; answers telephone inquiries; may assist with booking, searching, fingerprinting and transporting female suspects and prisoners.

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SPECIAL REQUIREMENTS

Possession of a National Crime Information Center certificate insuring knowledge of laws and rules concerning nationwide teletype system, or ability to obtain within six months of initial appointment.

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POLICE RECORDS TECHNICIAN

EMPLOYMENT STANDARDS

Knowledge of:

- Basic functions, procedures, and policies of a Police Department.
- Basic laws and regulations governing the release of information from law enforcement agency records.
- Basic processing and maintenance of law enforcement reports and records.
- Operation and regulations of automated and teletype equipment.
- Modern office methods, equipment and procedures.
- Proper telephone techniques and procedures.
- Basic account record keeping.
- Correct English usage, spelling, grammar, and punctuation.

and

Ability to:

- Compile, maintain, process, and prepare a variety of records and reports.
- Take complaints, gathering essential information for proper handling of the complaint.
- Maintain basic account records.
- Type at a rate of 45 words per minute from clear, legible copy.
- Learn to use automated equipment and applications software to input and retrieve data and information.
- Prepare routine correspondence.
- Read and write at the level required for successful job performance.
- Maintain good public relations with people contacted during work assignments.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

POLICE RECORDS TECHNICIAN**EMPLOYMENT STANDARDS - (cont.)**

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or G.E.D. is desirable, supplemented by office related course work.

Work Background: One year of experience in recordkeeping and general office work, preferably in a position requiring frequent public contact.

August 1992

October 2000 (Res. #00-126)

July 2007 (Res. #07-66)