

RESOLUTION NO. 91-41

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE NEW CLASSIFICATION, JOB SPECIFICATIONS,
AND SALARY RANGE FOR POLICE RECORDS CLERK I/II and III

RESOLVED, that the Lodi City Council does hereby approve the new classification and job specifications for Police Records Clerk I/II and III, as shown on Exhibit A and B respectively, attached hereto; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for these classifications, effective March 6, 1991:

Police Records Clerk I				
A	B	C	D	E
1364.48	1432.69	1504.32	1579.52	1658.50

Police Records Clerk II				
A	B	C	D	E
1502.65	1577.83	1656.70	1739.51	1826.53

Police Records Clerk III				
A	B	C	D	E
1584.31	1663.51	1746.69	1834.00	1925.74

Dated: March 6, 1991

I hereby certify that Resolution No. 91-41 was passed and adopted by the Lodi City Council in a regular meeting held March 6, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock,
Snider and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None

Jennifer M. Perrin
Jennifer M. Perrin
Deputy City Clerk

for Alice M. Reimche
City Clerk

POLICE RECORDS CLERK I/II

EXHIBIT A

DEFINITION:

To provide information and assistance to the public in person and by telephone; to maintain police department records; to process and type a variety of records and reports; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Police Records Clerk I is an entry level classification. Incumbents learn and perform a variety of duties related to gathering, processing, maintaining and retrieving police records and information, and assisting the public. This class is flexibly-staffed with Police Records Clerk II; incumbents are expected to advance to the higher level after successful performance at the I level, and demonstrating proficiency for performing at the higher level.

Police Records Clerk II is the full working level of the series, competent to perform the full scope of duties required.

SUPERVISION RECEIVED AND EXERCISED:

Police Records Clerks I work initially under close supervision. As experience and proficiency are gained, there is greater independence of action within established guidelines. Police Records Clerks II work under general supervision.

These classifications do not exercise supervisory authority over other full time permanent employees.

EXAMPLES OF DUTIES:

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

- Operates a multi-line telephone system to respond to non-emergency requests for information or assistance, and redirects or refers misdirected calls.
- Assists the public at the counter by providing information, explaining procedures and forms, assisting with counter reports, and a variety of other requests.
- Determines whether requesting parties are entitled per laws and regulations to the information requested, and blocks out confidential information. Photocopies and releases reports in accordance with regulations.
- Responds to requests from other criminal justice agencies for information.
- Maintains and codes records of contacts, requests for police services, and related.
- Enters data, reviews, verifies, prepares and processes a variety of forms, reports and correspondence including warrants, traffic citations, gun registrations, and bicycle licenses; and prepares standardized letters of facts or transmittal, using typewriter or word processors.
- Enters, queries, and retrieves information from Federal, State and local computer, teletype and related systems.
- Files a wide variety of materials and researches files and records.
- Purges and seals various records and reports in accordance with regulations.
- Codes, categorizes and tabulates records and reports.
- Collects fees and bail; posts, balances and may distribute monies received.
- Operates and performs operator maintenance of a variety of standard and specialized office equipment.

MINIMUM QUALIFICATIONS

Knowledge of:

Level I:

Basic office practices and procedures, including the operation of standard office equipment.
Alphabetical, numerical, and topical filing systems.
Correct English usage, including spelling, grammar, and punctuation.
Basic arithmetic.

Level II - In addition to the requirements of the I:

Laws and regulations governing the release of police department reports and information.
Functions and operation of the various computer, teletype, and related police information systems and equipment.
Policies and procedures for departmental operations.

Ability to:

Level I:

Deal tactfully and effectively with public, suspects and prisoners, including hostile and irate individuals.
Understand and carry out oral and written instructions.
Maintain accurate records and files.
Type accurately at a net rate of 45 words per minute from printed copy.
Make accurate arithmetical calculations.

Level II - In addition to the requirements of the I:

Apply applicable rules and regulations to requests for confidential and public law enforcement related information.
Prioritize work and coordinate several activities simultaneously.
Operate standard and specialized office equipment including computer terminals and teletypes.
Organize and maintain files and records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Level I:

Education:

Equivalent to completion of high school, including coursework in keyboard operations.

Experience:

One year of general clerical experience which has included computer operations and public contact.

Level II:

Education:

Completion of an accredited course in law enforcement records management.

Experience:

One year of records processing and public contact experience in a law enforcement department at a level equivalent to the City's Police Records Clerk I.

OTHER REQUIREMENTS:

Must be able to pass a background investigation and meet City of Lodi Police Department requirements for security clearance.

POLICE RECORDS CLERK III**EXHIBIT B**DEFINITION:

To perform the most complex and responsible police records clerical duties; to provide training and lead direction to others; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

Police Records Clerk III is the advanced journey/lead worker level of the Police Records classification series. Assignments at this level are characterized by in-depth technical knowledge requirements and/or responsibility for providing direction to others.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by professional or supervisory staff, including direction from sworn supervisory personnel.

Responsibilities may include providing lead direction to Police Records Clerks, and/or providing back up for higher level supervisors during their absence.

EXAMPLES OF DUTIES:

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

- Audits law enforcement-related data and statistical reports, verifies information against written reports, and makes corrections.
- Advises other staff within area of expertise on such matters as equipment and system operation, data coding, document processing, release of records, purges, and other activities.
- Researches data and records manually and by computer, and prepares special reports, bulletins, and other information.
- Responds to inquiries regarding specialized areas of departmental operations, regulations, policies, and judicial procedures.
- Provides training to sworn and non-sworn staff on specialized procedures; required documents; and computer operation.
- Installs updates, performs system back-ups, troubleshoots and resolves operator hardware problems, requests vendor maintenance, installs terminals and stand-alone microcomputers, and responds to emergency system failures.
- Enters data, codes crimes, and recodes crimes for reporting using national hierarchical coding system.
- Researches and adds missing data from crime reports when available.
- Types or word processes the more complex or sensitive documents such as criminal investigation reports, search warrants, subpoenas, and related.
- Coordinates with other agencies on special activities such as extradition paperwork.
- Maintains specialized records, logs, and manuals.
- Performs various arithmetical computations.
- Attends meetings to take and transcribe minutes.
- Composes correspondence regarding assigned area of activity.
- May provide secretarial services to a major division head.
- May function as acting supervisor of a clerical function in the absence of the regular supervisor.

POLICE RECORDS CLERK III

MINIMUM QUALIFICATIONS

Knowledge of:

Systems and procedures for processing, maintenance, retrieval and release of police records.

Applicable laws, codes, regulations, and policies.

Basic operating principles, equipment and systems used in automated law enforcement recordkeeping.

Functions and authorities of the department and other criminal justice agencies.

Office methods and procedures, including data entry, word processing, typing, teletype operation, operation of other standard office equipment, filing, and recordkeeping.

English grammar, spelling and punctuation.

Ability to:

Instruct and train others in procedures, operations, and document processing.

Interpret and apply complex rules and regulations to requests for confidential and public law enforcement related information.

Prioritize work and coordinate several activities simultaneously.

Operate standard and specialized office equipment including computer terminals and teletypes.

Organize and maintain complex files and records.

Establish and maintain effective working relationships with those contacted in the course of the work.

Type accurately at a net rate of 45 words per minute from printed copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school and an accredited course in law enforcement records management.

Experience:

Two years of responsible law enforcement records experience at a level equivalent to the City's Police Records Clerk II.

OTHER REQUIREMENTS:

Must be able to pass a background investigation and meet City of Lodi Police Department requirements for security clearance; specified positions must be willing to be subject to off-hours call-in.

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