



City of Milpitas

We invite applications for the position of: Police Records Clerk I/II

- Accurately audit, enter and balance timesheets.
- Operate teletype machine to enter, modify, and retrieve data such as stolen and recovered property, driver license and vehicle registration information, and warrants on wanted persons.
- Assemble, code, record and summarize a variety of police record data including serious crime offenses, stolen vehicles, crime reports, booking sheets and file interrogation cards.
- Perform data entry and data retrieval tasks using a computer terminal.
- Accurately research and perform vehicle releases.
- Assist department personnel and the public in person and by phone, performing record checks, issuing permits and collecting fees, and receiving reports and complaints from citizens.
- Process warrants including setting court dates for defendants who post bail and handling "walk overs".
- Process and assist desk officer with sex registrants and narcotic registrants.
- Provide general information regarding department policies, procedures and regulations to the public and others as requested.
- Compile data, summarize, and maintain a variety of statistical reports.
- Answer non-emergency calls and direct to appropriate department.
- Greet and assist counter walk-ins, as needed
- Perform criminal and applicant Livescan fingerprinting system.
- File appropriate paperwork with courts and District Attorney's Office.
- Interact with District Attorneys and court personnel when necessary.

Experience and Education

Police Clerk I – Education: Equivalent to the twelfth grade.

Experience: One year of responsible clerical experience, involving considerable public contact and typing.

Police Clerk II – Education: Equivalent to the twelfth grade.

Experience: One year of experience comparable to that of a Police Clerk I in the City of Milpitas.

License and Other Requirements

- Must possess and maintain throughout employment a valid California Driver's License.
- Possession of a typing proficiency certificate with a minimum of 50 Net Words Per Minute (within the past year).



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Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the XXX bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

http://www.ci.milpitas.ca.gov/_pdfs/hr_mou_poa.pdf

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.



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