

## POLICE RECORDS CLERK II

**SALARY:** \$3,598.00 to \$5063.00 monthly (26 pay periods annually)

**FINAL FILING DATE:** Open Until Filled

**IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.**

### THE POSITION

The Human Resources Department is accepting applications for the Regular and Full-Time position of Police Records Clerk II in the Police Records Department. The normal work schedule is 4 days per week, 10 hours per day, and may include working weekend.

The City of Roseville promotes a no smoking atmosphere.

### DEFINITION

To perform responsible administrative duties in support of Police Department activities including data entry, processing and releasing records, and receiving and responding to questions from the public and outside agencies; to review requests for reports and make determination regarding the release of information; and to perform other clerical duties in support of operations.

### DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Police Records Clerk series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Records Supervisor.

### EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Perform a variety of responsible duties related to the processing of police reports including receiving, reviewing, logging, copying, distributing and filing police reports; make corrections.
- Process sex, drug and arson registrants; interview registrants to collect required information; create and maintain files and databases.
- Process and track District Attorney Further Investigation Requests in order to ensure timely submission to the District Attorney's Office for case review purposes.
- Receive, track, and serve as liaison between the department and outside agencies regarding subpoenas for department personnel.
- Query and print criminal histories and driver's license records; complete Department of Justice disposition forms necessary for submission to the District Attorney's Office.
- Review records for compliance with the records retention policy; purge and prepare documents for destruction as required.
- Provide customer support via the telephone and at the front counter; receive and respond to requests for information from City departments, outside agencies, and members of the public within required timeframes; receive and process requests for reports, determining information to be released in compliance with the Public Records Act and required timeframes.
- Receive and process requests for local background checks.
- Perform data entry duties, including but not limited to, CLETS/NCIC data, confidential arrests, property crimes, assaults, found/lost property, traffic accident reports, field investigation contacts, park exclusions, promise to appear notices, alert requests, and citations.
- Compile and organize Uniform Crime reports; create and maintain administration security login accounts.
- Receive, review, research and respond to the Department of Justice regarding CLETS/NCIC validations.
- Receive, review, research and respond to routine parking citation complaints; make determination regarding dismissal or fine reduction, within granted authority.

- Implement both internal and external audit findings, as directed.
- Perform all duties related to managing the False Alarm Program including running reports, processing citations, and acting as a liaison to the vendor.
- Process payment requests and calculate billable hours for officer off duty contract work; collect and process revenue generated by department; research and resolve discrepancies; prepare deposit.
- Perform a variety of general administrative tasks such as receiving and processing incoming mail, inputting payroll, and ordering office supplies.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related work as required.

## **MINIMUM QUALIFICATIONS**

In addition to requirements for the Police Records Clerk I:

### **Knowledge of:**

- Local and State laws governing the release and distribution of law enforcement records.
- Proper use of various law enforcement databases and software.

### **Ability to:**

- Independently receive, review and process police reports, records and related documents, ensuring compliance with the Public Records Act.
- Read, interpret and apply laws, rules and directions.
- Use independent judgment and personal initiative.
- Know, understand, interpret and explain department and program policies and procedures.
- Effectively resolve the more difficult customer service issues.

## **EXPERIENCE AND TRAINING**

### **Experience:**

- Two years of responsible experience performing duties similar to that of a Police Records Clerk I with the City of Roseville (performing responsible administrative duties in support of Police Department activities including data entry, processing and releasing records; receiving and responding to questions from the public and outside agencies; review requests for reports and make determination regarding the release of information).

### **Training:**

- Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree.

### **License or Certificate:**

- Possession of a valid California driver's license by date of appointment.

## **SUPPLEMENTAL QUESTIONNAIRE**

1. Your responses to questions 2-9, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.
  - Yes
  - No
2. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.

3. How many years of workplace experience do you have performing responsible administrative duties in support of Police Department activities? These activities include data entry, processing and releasing records, receiving and responding to questions from the public and outside agencies, and reviewing requests for reports and making determination regarding the release of information
  - Less than 2 years
  - 2-4 Years
  - 4-6 Years
  - 6+ Years
  
4. Please rate your skill and proficiency with Microsoft Office Word.
  - None**
  - Basic** (ability to perform daily/standard word processing tasks)
  - Intermediate** (ability to create, use and manage a variety of templates, complex tables and data)
  - Advanced** (ability to create large, complex formal documents that include table of contents, footnotes, endnotes, bookmarks, and/or other special elements)
  
5. List the names of the employer(s) and the dates of employment with these employers where you obtained your Microsoft Office Word experience listed above.
  
6. Please rate your skill and proficiency with Microsoft Office Excel.
  - None**
  - Basic** (ability to enter and correct data, modify a workbook, format a worksheet, and print)
  - Intermediate** (ability to work with multiple worksheets, develop and edit functions to calculate values, filter and manipulate data)
  - Advanced** (ability to automate some operations, manage macro commands, work with pivot tables, and create MS Excel applications)
  
7. List the names of the employer(s) and the dates of employment with these employers where you obtained your Microsoft Office Excel experience listed above.
  
8. Please rate your skill and proficiency with Adobe Acrobat Pro.
  - None**
  - Basic** (ability to open and browse a PDF; create and save a PDF from an existing document)
  - Intermediate** (ability to combine multiple PDF documents, perform a search in PDF document, manipulate PDF document pages, edit content in a PDF document and convert PDF files)
  - Advanced** (ability to create PDFs from a technical document; create interactive PDF forms such as adding buttons and links; enhance PDF documents such as automate repetitive tasks)
  
9. List the names of the employer(s) and the dates of employment with these employers where you obtained your Adobe Acrobat Pro experience listed above.
  
10. Describe any experience and training in the interpretation and application of laws, ordinances or government codes and please list the name of the employers where you obtained the experience.

### **SELECTION PROCESS**

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience and education will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.