



City of Pacifica

POLICE RECORDS SPECIALIST

DEFINITION

Under general supervision, performs a wide variety of clerical, typing, and computer data entry tasks related to Police records; maintains accurate Police statistics, records, and files; conducts business and transactions with the public, in person and by telephone, and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

The Police Records Specialist is responsible for all police statistical record keeping and data entry, typing, and clerical work related to all phases of the Police operation, including but not limited to preparing forms, ordering department supplies, and making appointments.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of employees in higher clerical, technical and/or supervisory classifications.

ESSENTIAL FUNCTIONS -INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Performs police statistical record keeping.
- Performs a variety of data entry, typing, and clerical work related to all phases of the Police operation.
- Enters, updates, and maintains data while ensuring accuracy and confidentiality of all information.
- Coordinates service of subpoenas.
- Compiles data for Public Records Act requests.
- Approves and prepares reports for the District Attorney.
- Conducts business and transactions with the public, in person and by telephone.
- Directs requests to proper agencies and departments.
- Maintains and transmits warrant monies.
- Prepares correspondence and compiles information for reports.
- Prepares forms, orders department supplies, and makes appointments.

- May handle weapons for registration purposes.
- May conduct person searches in conjunction with Investigative division.
- Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

- Applicable rules, procedures, and activities
- Business communication practices, verbal and written.
- MS Word, Excel, as well as other applicable applications.
- Modern office practices and procedures

Skill/Ability to:

- Perform complex clerical work involving independent judgment, accuracy, and speed.
- Learn and navigate database systems and specialized computer programs.
- Learn and interpret rules, regulations, laws, and processes.
- Process and adapt effectively to multiple and changing priorities.
- Communicate effectively, professionally, and courteously orally and in writing.
- Establish and maintain effective relationships with others.
- Effectively respond in emergency situations, speaking clearly and distinctly in person and on the telephone.
- Type 35 words per minute accurately.
- Perform basic mathematical calculations.

Experience and Training Guidelines:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Experience:

Two (2) years of experience in increasingly responsible clerical, typing, and data entry work
Law enforcement experience is desired.

Training:

Equivalent to graduation from high school.

Licenses and Certifications

Possession of a valid Class C California driver's license highly desired.

ADDITIONAL INFORMATION:

Physical Skills

Must possess mobility to use modern office equipment, including a computer; strength to lift and carry office supplies weighing up to 35 pounds, ability to read printed materials and a computer screen; hearing, and speech to communicate in person and over the telephone.

Work Environment

While performing the essential functions of this classification the employee will primarily work in an office environment. The employee must be able to complete specific administrative tasks while maintaining availability to the public for inquiries and adequate response to stressful situations.

May be required to work night and or weekend duty.

Job Title: Police Records Specialist
Reports To:
Job Type: Full-time (40 hours per week / 2080 hours per year)
FLSA Status: Non-Exempt
Bargaining Unit: Teamsters Misc Local 856 (Misc 856)

Adopted: 05/27/2025
