

CITY OF SALINAS

SENIOR POLICE CLERK

BARGAINING UNIT/CLASS CODE:
SMEA / E06

DEFINITION

To perform complex and confidential Police Department secretarial and recordkeeping activities, and/or provide administrative and technical staff assistance to a Division.

DISTINGUISHING CHARACTERISTICS

This is the advanced-journey level class of the Police Clerk series and is distinguished from the Police Clerk class by the performance of the more complex duties assigned to this series including assisting Police Clerks and providing confidential clerical, secretarial and administrative support to a division.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Police Clerks and/or from assigned Senior sworn and non-sworn department staff. May exercise general supervision over Police Clerks.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Provide confidential administrative, clerical, and technical staff assistance in assigned area including Administration, Investigation or the Support Services Division. Facilitate the work of Police Clerks in the course of performing major police support functions. Orient new lower level personnel, and assist Supervising Police Clerks in developing information pertinent to annual performance reviews of assigned staff. Cross-train and substitute for other Senior Police Clerks and Supervising Police Clerks in accordance with department needs. Research, collect and validate data, then prepare and distribute a variety of law enforcement and crime prevention related statistical, administrative and technical materials and reports in typewritten and computer assisted formats. Process and file a wide variety of applications, permits, licenses, court records, reports and other documents. Operate specialized department equipment including teletype machines, C.L.E.T.S. computer, Wintegrate computer terminal, microcomputer, Radio Communications Channel 1 and/or multi-line telephone system to enter, modify and retrieve data. Assist departmental personnel, the public, outside agency representatives, including the Courts, both in person, by telephone, FAX and other communication devices to check records, issue permits, collect fees, send and receive reports, complaints and other documents/information. Maintain a variety of files and records. Assist in the technical aspects of budget preparation. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person telephone conversations, two-way radio; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the two-way radio, telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to work a ten hour shift while sitting for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for ten hour shifts, during all hours of the day or night. Repetitive use of the computer terminal, telephone and two-way radio, long periods of time spent bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions for prolonged periods of time.

**CITY OF SALINAS
SENIOR POLICE CLERK (continued)**

QUALIFICATIONS

Knowledge of:

Organization, procedures and operating details of criminal justice administration related to the municipal police departments. Principles, codes, regulations and laws governing Police records management, criminal justice system statistical reporting, and telecommunications/radio dispatching. Current office management principles, processes, procedures, techniques and equipment usage including recordkeeping, automated information systems, research techniques and procedures, and word processing system.

Ability to:

Manage and facilitate the work of a major police records, commercial, statistics, or administrative support operation. Understand the organization and operation of the City and of outside agencies as necessary to effectively assume assigned responsibilities. Communicate clearly and concisely, orally and in writing. Work efficiently and cooperatively with representatives of other City departments, outside agencies and members of a diverse public. Compile and maintain complex, confidential and extensive records filing systems, including financial and criminally sensitive data. Research written and numerical data and prepare accurate narrative and technical reports. Effectively handle difficult inter-personal situations. Work various shifts as assigned.

Skills to:

Type at a speed of 50 wpm. Transcribe from rough draft or machine transcription.

Education and Experience:

Equivalent to completion of the 12th grade, and three (3) years of increasingly responsible clerical experience, preferably in a law enforcement or related work setting.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 5-89, REV: 2-94, REV: 8-05