

CITY OF SALINAS

SUPERVISING POLICE CLERK

BARGAINING UNIT/CLASS CODE:

SMEA / E14

DEFINITION

To plan, organize, supervise, and participate in the records management activities of the Police Department; and to provide administrative and technical staff assistance to a division.

DISTINGUISHING CHARACTERISTICS

This is the advanced-journey level class in the Police Clerk series, and is distinguished from the Senior Police Clerk and Police Clerk classes by the performance of the more complex duties assigned to this series, including supervising a unit of Police Clerks this position functions as a working supervisor, performing all duties of a Police Clerk.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Police Records Coordinator and general supervision from the Division Deputy Police Chief and other Department managers. Exercises direct supervision over assigned Police Clerks and unit temporary employees.

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

Supervises and participates in the records area work activities within established procedures during assigned work shifts. Train, assist and supervise the work of assigned Police Clerks and temporary employees. Prepare employee Performance Agreements and all scheduled components of the employee Performance Review System for assigned staff. Recommend and document employee training, counseling and disciplinary actions, in coordination with Senior Division staff members. Implement staffing schedules, assure adequate staff coverage; and control quantity, quality and timelines of staff work performed during assigned work shift. Perform research; collect data and prepare a variety of written narrative, statistical and financial reports as required. Operate, instruct and supervise in the proper use of office machines and equipment, including CAD computer, Police Radio, teletypes, telephones, copiers, etc., and monitor the maintenance and service records of these and other Divisional resources. Teach assigned staff to search and collect urine specimens from detainees, and supervise the performance of these duties as needed. Supervise and participate in providing quality assistance to representatives of other City departments, outside agencies and members of a diverse public. Effectively handle difficult interpersonal situations. Type, process, record and file a wide variety of police records, reports and materials, and assist in the ordering and purchasing of divisional office supplies. Collect fees, issue permits and licenses, supervise and perform other financial transactions and monetary recordkeeping, and assist in preparation of the division/department budgets. 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 and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; 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 sit 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.

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

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Organization, procedures and operating details of the Police Department. Principles, codes, regulations and laws governing records management. Criminal justice processes and procedures. Principles, methods and practices of supervision. Principles of office organization, staffing and management. Modern office procedures, techniques and equipment, including principles of recordkeeping and automated information systems. Research techniques and procedures, including basic arithmetic and statistical methods.

Ability to:

Manage work of a major police records and clerical support shift. Supervise the daily work of a unit of Police Clerks and assigned temporary staff members. Understand the organization and operation of the City and of outside agencies as necessary to assume assignment. Communicate clearly and concisely, orally and in writing. Train, motivate, evaluate and discipline assigned staff. Compile and maintain complex and extensive records, including financial data and statistical/budgetary reports. Establish and maintain effective working relationships with others. Work various shifts as assigned.

Skills to:

Type at a speed of 50 words per minute.

Education and Experience:

Equivalent to completion of the 12th grade and three (3) years of increasingly responsible clerical experience to include training/work that has prepared the incumbent for the supervisory duties of this class.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 8-05