

## **CITY OF SALINAS**

### **POLICE CLERK**

#### **BARGAINING UNIT/CLASS CODE:**

**SMEA / E10**

#### **DEFINITION:**

To perform a wide variety of general and confidential duties as required in the Police Department, including maintenance of records and files, processing of statistical data and reports, and providing information to the public, the court, departmental staff and outside agency representatives.

#### **DISTINGUISHING CHARACTERISTICS**

This is the journey level class in the Police Clerk series and is distinguished from the Senior Police Clerk by the performance of the more routine duties assigned to this series. Positions in this class typically are able to perform the full range of duties assigned to the class with only occasional instruction or assistance, within a relatively short period of time.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Supervising Police Clerk. Functional or technical supervision may also be received from senior department staff.

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

Sort, file, copy and distribute crime reports, traffic reports, citations, petitions and other materials to appropriate personnel. Type, proofread, record and file a wide variety of police records, reports and materials including memos, letters, complaints, declaration, dispositions, fingerprint cards and index cards on bookings, warrants, citations, and crime and traffic reports. 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. Operate the Police Department radio channel. 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 word processor and/or computer terminal. Assist in orienting new employees to the duties of this job class and other less responsible job classes within the work unit. Assist departmental personnel and the public in person and by telephone performing records checks, issuing permits, selling reports, collecting a variety of fees, and receiving reports and complaints from citizens. Provide general information regarding department policy, procedures and regulations to the public and others as requested. Compile data for, summarize and maintain a variety of statistical reports. Assist ID Technician in fingerprinting and maintain files on registered person and permits. Assemble County Clerk and Probation Department information packets, seal court records, including juvenile and narcotics files. Search suspects and obtain evidence samples. Promote and maintain safety in the work place. 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.

**CITY OF SALINAS  
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:**

English vocabulary usage, spelling, grammar, and punctuation. Office methods, procedures and equipment.

**Ability to:**

Learn and conform to confidential Police Department procedures. Learn Police report and radio terminology. Perform routine clerical work, including cash transactions. Cross-train and perform assignments in either the Police Department front office or the statistics office. Perform record searches quickly and accurately. Operate manual and computer assisted machines and equipment. Work independently and carry out oral and written directions. Prepare, proofread and complete accurate reports. Interact effectively with difficult service seekers. Establish and maintain effective working relationships with a diverse public, other City staff and external agency representatives. Promote the City's organizational mission, goals and objectives. Work various shifts as assigned.

**Skills to:**

Type at a speed of 40 wpm.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a completion of the 12th grade and two years of increasingly responsible clerical experience.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 2-84, REV: 2-94, REV: 7-06**