

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**POLICE RECORDS CLERK - 1720**

**DEFINITION:**

Under general supervision, to perform specialized and complex clerical work in a centralized police records center; to apply complex release of information policies when providing restricted access to law enforcement information; to conduct computer searches for a variety of police records such as criminal history and wanted persons information; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Sells crime case and traffic accident reports to the public via mail or at a public counter;
- Conducts searches of various law enforcement computer systems to obtain criminal history, wanted person, vehicle impound, Department of Motor Vehicle, and other police related information;
- Registers narcotics, sex, and arson offenders;
- Fingerprints the public and occasionally suspects;
- Processes criminal history clearance letters;
- Applies San Diego Police Department and Department of Justice release of information policies when providing information to law enforcement personnel and the public;
- Sends and receives teletype messages;
- Records vehicle impound information from tow companies;
- Enters stolen and recovered vehicle, property, pawn, gun, and boat records into state and national law enforcement computer systems;
- Sorts, photocopies, routes, and files arrest and crime reports;
- Assists law enforcement personnel at a law enforcement information counter;
- Collects fees for report copies, fingerprints, and parking meter hoods;
- Maintains and checks logs of reports received;
- Prepares form notices to owners of impounded vehicles.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time clerical experience and satisfactory completion of the San Diego Police Department's Police Records Clerk Phase Training Program. A typing certificate indicating the ability to type at a corrected speed of 30 net words per minute on a computer keyboard.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**