

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE RECORDS CLERK

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 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 via CRT;
- 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 via CRT;
- 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 Announcement for updated minimum qualifications.

One year of clerical experience and satisfactory completion of the City's Police Records Clerk Phase Training Program. Ability to type at a corrected speed of 30 net words per minute.

- * **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.