

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **PRINCIPAL POLICE RECORDS CLERK**

##### **DEFINITION:**

Under direction, to plan, direct, and coordinate, through subordinate supervisors, groups of specialized clerical activities in a centralized police records center; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Supervises the day-to-day operations of several clerical work units in a centralized police records center;
- Develops practices, procedures, and policies for work units supervised;
- Interprets departmental policies and procedures to employees and the public;
- Coordinates work with other department units/divisions and outside agencies;
- Resolves personnel and disciplinary problems;
- Schedules personnel appropriately to provide adequate staffing;
- Recommends records policies impacting the entire department;
- Participates in interagency committees addressing county-wide law enforcement computer systems issues;
- Summarizes and prepares final reports of statistical and technical data maintained by subordinates;
- Conducts minor administrative research studies and prepares various reports;
- Selects, trains, and evaluates the work performance of subordinate personnel;
- Responds orally and in writing to complaints and route slips;
- Compiles a variety of statistical data.

##### **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.

Four years of clerical experience, including one year of full supervisory responsibility for the search and release of criminal history and wanted person information, arrest, crime, or traffic accident reports, or teletype or vehicle impound records in a centralized police records center.

- \* **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.