

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR POLICE RECORDS CLERK

DEFINITION:

Under direction, to supervise and participate in the work of a group of Police Records Clerks in processing, researching and releasing law enforcement records in a centralized police records center; or to research and compile subpoenaed Police Department records and testify in court in reference to said records; to respond to the more difficult and complex inquiries and problems of the work unit; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and supervises the technical processing, searching, and release of police records;
- Interprets and enforces Police Department and Department of Justice guidelines regarding the release of police records;
- Provides technical guidance, expertise, and training in dealing with police records;
- Searches and releases issues and problems in accordance with established policies and procedures and Department of Justice guidelines;
- Answers public inquiries and provides various police documents;
- Conducts record searches;
- Testifies in judicial proceedings;
- Supervises, evaluates and rates the work performance of subordinates;
- Prioritizes, plans and assigns the work of subordinates;
- Maintains records and prepares reports.

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.

Three years of clerical experience; **OR** two years of clerical experience **AND** successful completion of a formalized (classroom) clerical training program consisting of a minimum of 520 hours of training, specifically in clerical or office procedures. Ability to type at a minimum 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.