

July 1, 2010

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR POLICE RECORDS DATA SPECIALIST - 1865

NOTE: formerly SENIOR DATA ENTRY OPERATOR

DEFINITION:

Under general supervision, to lead, train and participate in the work of Police Records Data Specialists engaged in entering and updating data from a variety of source documents using on-line terminals in a production-oriented police data entry section; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Police Records Data Specialist class in that Senior Police Records Data Specialist positions are assigned lead duties which may include the responsibility of assigning work; verifying data entered; and training subordinates. This class is distinguished from the Police Records Data Specialist Supervisor class in that the latter class serves as a first-level supervisor over Police Records Data Specialists and Senior Police Records Data Specialists.

*** EXAMPLES OF DUTIES:**

- Leads the work of Police Records Data Specialists and trainees;
- Codes, sorts and batches source documents;
- Researches and responds to technical data entry questions;
- Trains and assists in evaluating the performance of Police Records Data Specialists;
- Enters, updates and verifies data using on-line data entry terminals;
- Prepares tracking and productivity reports;
- Performs related data entry work.

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 full-time production experience entering alpha/numeric data utilizing a reverse 10-key data entry keyboard and/or a data entry programmed 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.