



JOB DESCRIPTION

Police Records Technician, Lead

Date Prepared: March 2014

Job Class: 4120

SUMMARY: Under basic supervision, assists Vernon Police Department (VPD) manager with administrative tasks and workflow monitoring functions; provides experienced clerical and technical assistance to VPD Officers; processes officer reports, enters and retrieves data in secure computer databases, performs records research, and provides information to the public within scope of authority.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists manager with administrative tasks and workflow monitoring functions; performs advanced Police Records Technician functions, including preparing invoices and statistical reports.
- Assists manager with assigning and reviewing work of Police Records Technicians.
- Working independently, performs experienced clerical and technical duties for the VPD, including officer assistance, data entry, record keeping, records research, and preparing and processing documents; performs duties in accordance with VPD policy and procedures, and within scope of authority; duties may vary according to job assignment.
- Processes citations and police reports, and assists Officers with technical and legal documents; enters and validates reports.
- Validates, searches, and verifies enforcement and legal information in the CLETS system.
- Provides information, instructions and assistance to the public and others having business with VPD; assists customers with requests, applications, government forms, and other documents; responds to and resolves customer service issues in a courteous and respectful manner; answers questions and resolves issues within scope of authority and VPD guidelines.
- Reviews reports for accuracy, and compiles data; receives and sends information to and from other agencies; maintains records and files; scans and files officer reports.
- Assures that security protocols are followed, and all reports and paperwork are completed in a timely manner; updates, corrects, retrieves, and releases information according to procedures; reviews and releases edited VPD records information.
- Maintains the integrity, professionalism, values, and goals of the Vernon Police Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND three years of experience as a Police Records Technician/Clerk, preferably with City of Vernon.

Knowledge of:

- City and VPD policies and procedures.
- Policies, rules and regulations governing the conduct and safety of police records programs.
- NCIC and CLETS quality and security standards for police records.
- Principles and practices of confidential records management, and file maintenance.
- Business computers, and standard and specialized software applications.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Assigning and scheduling work, and monitoring work flow.
- Explaining Federal and state rules and regulations, and City policies and procedures.
- Explaining standards and protocols for release of confidential information.
- Dealing tactfully and courteously with the public.
- Following and enforcing verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. Terminal Operator Certification for access to NCIC/CLETS is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.