

Class Code: E16
City of Anaheim
Class Specification

CLASSIFICATION:
POLICE RECORDS SPECIALIST/MATRON

DEFINITION:

Under moderate supervision, to perform the duties of a Police Records Specialist and, in addition, to perform the duties of a matron, including the physical searching and caring for female prisoners and suspects and/or provide support to the Detention Facility.

EXAMPLES OF DUTIES: Depending upon area of assignment, responsibilities and duties may include, but are not limited to, the following:

To perform all duties and responsibilities as outlined in the class specification for Police Records Specialist I/II.

Assists the public over the counter in accepting bail and answering questions.

Prepares court paperwork on all in custodies.

Runs record check on each person detained/in custody.

Types complaints on all misdemeanor filings.

Assists Detention Officers with the release of prisoners.

Monitors cameras for the south man trap door and public entrance; controls opening/closing of public entrance.

Escorts female prisoners to cells and telephones; remains with and observes female prisoners while being fingerprinted and photographed.

Receives and physically searches female prisoners in accordance with State and local instructions.

Cares for and check safety of female prisoners while in cells.

Administers medication to female prisoners.

Searches and wires female operatives with communications equipment.

MINIMUM REQUIREMENTS:

Experience in: Performing varied journey-level police record keeping and other clerical work.

Knowledge of: Modern office equipment and procedures; filing procedures (alpha and numeric); English usage, spelling, grammar and punctuation; basic math; teletype procedures, rules and regulations; police terminology and law enforcement codes; police record keeping procedures; telephone procedures and etiquette; appropriate procedures for the care of female prisoners; appropriate safety precautions and procedures.

Ability to: Read, understand and apply difficult materials; maintain filing systems; operate microfilm/fiche retriever, optical disk filing system, CLETS/NLETS teletype system; operate a typewriter keyboard with accuracy; perform a full range of police records duties; speak clearly and distinctly; work with a high level of interruption; perform a full range of matron duties involving female prisoners and juveniles; serve the public by telephone and at a public counter in situations which may be stressful; understand pertinent procedures and functions quickly and apply them without immediate

supervision; establish and maintain effective relationships with those contacted in the course of work.

NOTE: Incumbents of positions in this class are frequently exposed to communicable diseases while searching and caring for female prisoners.

Positions in this class must be occupied by female incumbents.

Incumbents may be requested to accompany officers into the field to perform matron duties.

Positions in this class are assigned to varied work shifts and varied days off.

Supervision Received: Depending upon area of assignments, works under technical supervision of the Police Records Supervisor or the Senior Detention Officer who gives instructions and periodically reviews work in progress and completed work.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Senior Police Records Specialist.

Note: Positions in this class are to be phased out. As vacancies occur they will be filled at the Police Records Specialist I/II level. This class will only be used for upgrade.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation - AMEA Clerical

Revised 9/86 - W Jerz

Revised 7/91 - V Kilmurray

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