

Class Code: K72
City of Anaheim
Class Specification

Classification:
SENIOR POLICE RECORDS SPECIALIST

DEFINITION:

Under general supervision, to train records bureau personnel on new and existing policies and procedures; and to perform the more complex police records functions; and to act as the shift supervisor as required.

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

Trains new records personnel on department policies and procedures.

Develops training programs and manuals to address department needs; conducts new training programs.

Evaluates the performance of new records personnel, identifies areas of improvement and works with employee to meet department standards.

Provides input and participates in performance evaluations of regular employees.

Troubleshoots minor problems associated with the computerized Records Management System and Filenet; works with Police Records Supervisor and Systems Specialist to resolve the more difficult problems.

Performs the full range of records clerical duties assigned to positions in the class of Police Records Specialist.

Performs the duties of a Police Records Supervisor, as assigned, to cover absences.

Compiles a variety of statistical and periodic reports as assigned by supervisor.

Participates in the development of work schedules for employees assigned to the Records Bureau.

Participates in the data collection process of budget development; monitors program expenditures as assigned throughout the fiscal year.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing responsible journey-level police records clerical work.

Knowledge of: Modern office equipment and procedures; Records Management System and Filenet operations; computer operations; English usage, spelling, grammar, and punctuation; basic math; record keeping methods; basic principles of supervision and training; rules of alpha and numeric filing; teletype procedures, rules and regulations; police terminology and law enforcement codes; telephone procedures and etiquette.

Ability to: Maintain accurate records and files; read, understand and apply difficult material; effectively train and evaluate employee performance; understand pertinent procedures and functions quickly and apply them without immediate supervision; speak clearly and distinctly; effectively operate and assess and troubleshoot problems associated with the Records Management Systems and Filenet; write effective training policies and procedures; proofread and detect errors in records processing work; prepare

clear, concise and easily understood narrative and statistical reports; compose memos and office procedures; operate a typewriter keyboard with accuracy; operate a computer terminal; perform the full range of police records clerical duties; act in the capacity of supervisor as assigned; service the public by telephone and at a public counter in situations which may be stressful; establish and maintain effective working relationships with those contacted in the course of work.

Note: Positions in this class assume the full range of responsibilities of the Police Records Supervisor in their absence.

Positions in this class are assigned to varied work shifts.

Incumbents are trained in matron duties; however, such duties are normally performed only in training and emergency situations.

Supervision Received: Works under the technical supervision of a Police Records Supervisor who gives general directions and periodically reviews work in progress and completed work.

Supervision Exercised: Positions in this class train and evaluate new records bureau personnel. Input is also provided to the performance evaluation process of regular records bureau employees. The position does not hire, fire or discipline. In the absence of the Police Records Supervisor, the Senior Police Records Specialist will assume the responsibilities of that position.

Career Ladder Information: Experience gained in this classification may serve to meet minimum requirements for promotion to Police Records Supervisor.

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
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