CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION

TITLE: POLICE RECORDS SPECIALIST

PERSONNEL COMMISSION APPROVAL:	**JANUARY 15, 2025 (Revised)**
COUNCIL APPROVAL:	**NOVEMBER 15, 2022**
JOB CODE:	**0851**
EMPLOYMENT STATUS:	**REGULAR FULL-TIME**
UNIT REPRESENTATION:	**HBMT**
FLSA STATUS:	**NON-EXEMPT**
EEOC CODE:	**ADMINISTRATIVE SUPPORT**

JOB SUMMARY

Under close supervision, performs a variety of clerical tasks and administrative support functions within the Records Bureau of the Police Department; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Police Records Supervisor

DISTINGUISHING CHARACTERISTICS

The Police Records Specialist is an entry-level classification in the police records series. Incumbents are proficient at typing/keyboarding and are trained to perform a wide range of police record processing, recording and retrieval. Incumbents are expected to work with some independence on the repetitive aspects of the work as employees achieve proficiency in performing their assignments. This classification differs from the Senior Police Records Specialist in the repetitive nature of assigned work and the limited degree of independent judgment exercised.

EXAMPLES OF ESSENTIAL DUTIES

- Prepares forms such as memoranda, form letters, police clearances, declarations, and other documents

- Duplicates materials and distributes to other agencies/departments; assembles police reports and other records to prepare and submit misdemeanor and felony packets for court
- Responds to inquiries by telephone, email, and in person from officers and other law enforcement and governmental agencies; researches, collects, and disseminates authorized information utilizing various computer systems; provides information that assists detectives and officers in the field in conducting their investigations; presents facts related to laws and ordinances
- Responds to questions, requests, and complaints from the public by telephone, email, and in person at the public counter in accordance with departmental procedures; receives and sorts incoming mail; researches and responds to requests from insurance companies, probation officers, parole officers, background investigators and other agencies
- Prepares and provides police records for release to the general public as required by law and in accordance with departmental procedures
- Releases recovered stolen, impounded or stored vehicles; completes the booking process of arrestees; processes temporary/permanent restraining orders
- Performs basic teletype duties involving entry into CLETS/NCIC databases; responds to requests for warrant check; inquires, collects and enters information regarding private party impound and repossessed vehicles; may be required to maintain temporary control of minor children taken from unfit homes or adult offenders
- Researches, retrieves, and prints information contained within the automated Records Management System (RMS); monitors automated storage queue for incoming documents and processes according to priority, proofreading documents for accuracy and completeness
- Enters a variety of information from several different types of documents into the automated RMS; performs complex automated quality control verification that all system required information is entered into the RMS from police reports
- Memorizes codes and abbreviations for data entry
- Scans hard copy documents into automated RMS, indexing various fields and routing for electronic distribution to appropriate departments and agencies; files hard copy materials numerically into established filing system

- Maintains the confidentiality of all information assimilated and utilized on the job
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends, and holidays as required
- Maintains a regular and consistent attendance record
- Performs other related duties as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- City and Department policies and procedures
- Basic organization and operations of a police department
- Administrative and clerical practices which relate to filing, verifying, checking, and maintaining records
- Modern office procedures, methods, and equipment including computers standard Office software (Microsoft Office applications)
- Correct English usage, grammar and punctuation
- Legal terminology; code books; and Department manuals
- Federal and state codes for release of information/confidentiality
- CLETS users guide
- DOJ POST Records manual; computer manuals
- Quality service principles and practices
- Telephone procedures and etiquette

Ability to:

- Work a variety of schedules including evenings, weekends, and holidays
- Function effectively in a complex work environment with a high level of interruption
- Learn assigned tasks readily; perform several tasks simultaneously with a high level of accuracy
- Learn police terminology and law enforcement codes
- Serve the public by telephone, in writing, and at a public counter in situations which

may be stressful
- Establish and maintain effective relationships with those contacted in the course of work
- Understand pertinent procedures and functions quickly
- Produce a variety of documents
- Follow written and oral instructions
- Operate computers, teletype and other office equipment

Education: High school diploma or equivalent certificate.

Experience: One (1) year in an office environment, with computer usage and a minimum typing/keyboarding speed of 30 wpm net.

Licenses/Certifications: A valid California driver license with an acceptable driving record required at time of appointment and during course of employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

Shift Assignment: Must be available to work all assigned shifts, including evenings, weekends and holidays.

Background Investigation: Must successfully pass a comprehensive background investigation including a polygraph.

Reclassification: Current City Employees who meet the minimum qualifications for Senior Police Records Specialist, have successfully completed twelve (12) months in the position of Police Records Specialist, and receive recommendation from the Police Services Manager and the Chief, may be eligible for reclassification to Senior Police Records Specialist.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Must be able to actively listen to receive instruction, and verbally communicate information in order to engage with customer base, staff, and others, in person and via telephone. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. Dec/2001
Rev Mar/2023
Rev Aug/2024