

# **Police Records Specialist**

Open Competitive Examination

## **THE POSITION**

The City of San Fernando is seeking an experienced and responsible professional to become a Police Records Specialist in our Police Department.

Under general supervision, leads and participates in the work of employees engaged in records management support functions in the Police Department; operates computerized records management and ancillary equipment in the processing of confidential and varied reports and data into records management systems; and performs related duties as assigned.

## **IMPORTANT AND ESSENTIAL DUTIES**

Duties may include, but are not limited, to the following:

- Makes automated notifications to the Department of Justice and state-mandated programs and manages local supporting files; assists CLETS agency terminal coordinator in enforcing system compliance laws and carrying out validations and audits within time limits prescribed by the Department of Justice.
- Oversees the operations of the Police front counter, and assists visitors with a variety of information relating to Police Department activities; performs public-relations duties over the phone, in person and online; provides information regarding Police Department policies, procedures, programs and services; directs the public to appropriate resources both internally and externally.
- Generates cost estimates for police services; creates and tracks payment of invoices for Police Department services and programs.
- Oversees the processing of parking citations, parking citation collections and delinquent notices, and DMV reporting.
- Transcribes, types and/or proofreads officer reports; verifies accuracy of classifications, names and numbers; follows up to obtain missing, incomplete or accurate information or returns reports to officers for correction; reviews, edits and obtains approval for release of reports.
- Provides work guidance and direction and participates in the work of unit members; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with City and departmental standards.

## **IMPORTANT AND ESSENTIAL DUTIES (continued)**

- Receives, scans, processes and files a variety of complex documents including accident, crime and arrest reports, criminal and traffic warrants and related police documents according to established legal guidelines; runs warrant checks; copies and distributes information to appropriate department staff, other law enforcement agencies, the public and other employees according to local, state and federal guidelines; redacts information as required; updates, maintains and processes information on sex, arson and narcotics registrants.
- Accesses local, state and national law enforcement telecommunications systems to enter, modify, update and retrieve data regarding stolen, lost or recovered property, including autos; confidential information such as drivers' licenses, vehicle registration information and warrants; traffic citations; juvenile arrests; missing, abducted and at-risk missing persons; and entry of all-points bulletins; transmits fingerprint cards and/or operates Live Scan equipment as necessary; validates data entry accuracy of co-workers and corrects errors within levels of authority.

## **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge Of:**

- General functions, operations and activities of a police department.
- General Law enforcement terminology, procedures and practices applicable to police records management.
- Standard office practices and procedures, including recordkeeping and filing.
- Customer service practices and telephone etiquette.
- Police terminology and criminal codes, vehicle codes and statutes, and ordinances relating to Law enforcement.
- Pertinent federal, state and local laws, rules, regulations and procedures relating to police records management, parking enforcement and citation.
- Techniques, procedures and methods used in the operation of police records management, programs and systems.
- Various computer systems protocols and administrative rules regarding access, use and dissemination of data.
- Safety policies and safe work practices applicable to the work.
- Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

## **JOB-RELATED AND ESSENTIAL QUALIFICATIONS (continued)**

### **Ability to:**

- Assign and inspect the work of employees assigned to police records management and the police front counter.
- Learn, understand, explain and apply highly detailed legal requirements, codes and procedures applicable to the preparation, filing, distribution and maintenance of wide variety of police records and documents.
- Proofread and identify errors and missing information in police reports and other documents and take appropriate action.
- Prepare clear and accurate police reports, documents, data entries and files; maintain highly confidential information.
- Understand and follow written and oral instructions; communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and speak Spanish is highly desirable.

## **EXPERIENCE AND TRAINING GUIDELINES**

A typical way to obtain the knowledge, skills and abilities would be any equivalent combination of the following training and experience:

**Experience:** Some college-level courses in criminal justice and three years of police records or police administrative support experience or an equivalent combination is required. Public agency experience is preferred.

**Training:** High School graduation or GED equivalent is required.

**Special Requirements:** Must possess a valid California Class C Driver's License and car insurance on appointment.

Must obtain the P.O.S.T. Records certification within one year of appointment to position.

Must successfully complete the state-mandated California Law Enforcement Telecommunications systems (CLETS) training program, obtain and maintain CLETS certification as required by the California State Department of Justice, within six months of appointment to position.

**Physical Requirements:** Ability to sit and stand for long periods; walk, kneel, reach with hands and arms, twist, lean, and climb; frequently required to lift up to 25 pounds unaided, such as supplies/forms; operate a computer keyboard, calculator, and telephone for long periods. Specific vision abilities required for this job include close vision and the ability to adjust focus.

## COMPENSATION & BENEFITS

**SALARY RANGE:** \$47,820-\$59,208 per year

**RETIREMENT:** Public Employees' Retirement System (PERS), 3% at 60 or 2% @ 55 for Classic members (depending on hire date); 2% @62 for PEPRRA members. Both are integrated with Social Security. City pays full portion of employee's share, while employee pays partial portion of City's share of PERS for Classic members only.

**MEDICAL INSURANCE:** As part of a full flex Cafeteria Plan, effective January 1, 2023, employee receives a monthly flex dollar allowance (\$1,008.88 Single; \$1,739.30 Two Party; and \$2,337.42 Family) to apply toward Medical, Dental and Vision benefits offered through the City's insurance plans for employee and eligible dependents.

**LIFE/AD & D INSURANCE:** The City pays for a \$50,000 term life/AD&D insurance policy. Additional voluntary purchase (at a group rate) of up to \$100,000 for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

**VACATION LEAVE:** Accrual varies based on years of service, and ranges from 11 days (88 hours) per year for 0-4 service years to 21 days (168 hours) for 15 service years or more.

**BEREAVEMENT LEAVE:** 3 days paid following the death of an immediate family member, and 1 day paid following the death of an extended family member.

**SICK LEAVE:** 12 days per year with a maximum accumulation of 100 days (800 hours).

**HOLIDAY:** 13 Paid holidays per year.

**BILINGUAL BONUS:** \$100 Bilingual pay per month to eligible employees.

**UNIFORM ALLOWANCE:** \$300 per year for all now-sworn personnel in the Police Department. Uniforms are provided and replaced for unit employees as required by the Department.

**OVERTIME:** Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

**CALL BACK TIME:** Any general employee called back to work other than as a continuation (immediately preceding or following) their regular established work schedule will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. Minimum of 3 hours applies

**TUITION REIMBURSEMENT:** City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year. Employee shall first verify through their Department Head that there's enough fund allocation in the budget for this team.

## APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered.

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense.

You may pick-up an application at San Fernando City Hall (117 Macneil Street, San Fernando); **OR** via email ([personnel@sfcity.org](mailto:personnel@sfcity.org)); **OR** you may download an application online ([SFCITY.ORG/Hiring-Now](http://SFCITY.ORG/Hiring-Now))

Please forward all correspondence and questions to:

**City of San Fernando-Personnel Division**  
**117 Macneil Street, San Fernando, CA 91340**  
**(818) 898-1221**

## ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.

*The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.*

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## **INVITES APPLICATIONS FOR**

## **Police Records Specialist**

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### **SALARY**

**\$47,820 - \$59,208 Per Year**

### **FILING DEADLINE:**

**OPEN UNTIL FILLED  
APPLY IMMEDIATELY**

**FIRST REVIEW:  
MONDAY, DECEMBER 19, 2022**