

POLICE RECORDS SPECIALIST

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 & ESSENTIAL DUTIES

The duties listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here: [SFCITY.ORG/Hiring-Now/#Job-Specs](https://www.sfcity.org/Hiring-Now/#Job-Specs)

- 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.
- 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.

IMPORTANT & ESSENTIAL DUTIES (CONTINUED)

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.

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.
- 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.

EXPERIENCE & TRAINING GUIDELINES

A typical way of obtaining the knowledge, skills and abilities would be the following:

Experience:

- Graduation from High School
- 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.

Special Requirements:

- Must possess and maintain a valid California Class C Driver License, and maintain insurability under the City's vehicle insurance program during the course of employment with the City.
- 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 Abilities & Environmental Conditions:

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

Monthly Salary: \$4,350 - \$5,337

RETIREMENT California Public Employees Public Employees' Retirement System (CalPERS), 3% at 60 or 2% at 55 for Classic members and 2% @ 62 for PEPR members. All are integrated with Social Security.

MEDICAL INSURANCE Cafeteria Plan with monthly flex dollar allowance to apply towards offered medical, dental, and vision plans for employee and eligible dependents.

PAID PARENTAL LEAVE Up to 12 weeks (480 hours) of 100% paid time off for pregnancy disability and/or time to bond with new child during approved leave under FMLA and/or CFRA.

VACATION Ranges from 88 hours per year to 168 hours, depending on years of service (YOS).

SICK LEAVE 12 days per year. Partial payment of unused accumulated sick leave (over 800 hours).

HOLIDAYS 13 days per year.

BILINGUAL PAY \$100 per month upon passing bilingual (Spanish language) exam.

CERTIFICATION PAY Additional compensation for POST certification.

DEFERRED COMPENSATION ROTH/IRA and 457 programs available (voluntary).

FLEXIBLE SPENDING ACCOUNT Program available (voluntary).

LONGEVITY PAY SFPCA members receive an additional 3% after 10 YOS; a total of 4% after 20 YOS; and a total of 5% after 30 YOS.

TUITION REIMBURSEMENT Up to \$3,000 per fiscal year for approved courses.

UNIFORM ALLOWANCE Uniforms provided and replaced where applicable.

HOW TO APPLY

DOWNLOAD AN APPLICATION

- Visit [SFCITY.ORG/Hiring-Now](https://www.sfcity.org/Hiring-Now)
- Scan the QR Code
- Pick-up at San Fernando City Hall (117 Macneil St, San Fernando)



SUBMIT APPLICATION OR QUESTIONS TO

City of San Fernando Personnel Division
117 Macneil Street, San Fernando, CA 91340
Personnel@sfcity.org | (818) 898-1221

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.

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. 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.

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.



INVITES
APPLICATIONS
FOR

POLICE RECORDS SPECIALIST

Open Competitive Examination

MONTHLY SALARY

\$4,350 - \$5,337

FILING DEADLINE

OPEN UNTIL FILLED

FIRST REVIEW

DECEMBER 9, 2024