



City of Tulare Police Records Specialist

SALARY	\$23.32 - \$28.35 Hourly \$1,865.79 - \$2,267.88 Biweekly \$4,042.54 - \$4,913.73 Monthly \$48,510.48 - \$58,964.76 Annually	LOCATION	Tulare, CA
JOB TYPE	Full-Time	JOB NUMBER	2024-43
DEPARTMENT	Police	DIVISION	Police Administrations
OPENING DATE	11/25/2024	CLOSING DATE	12/15/2024 11:59 PM Pacific

Position Description

RECRUITMENT OVERVIEW:

Thank you for your interest in our Police Records Specialist position. We look forward to the opportunity to consider you as an applicant.

We are currently recruiting to fill one immediate vacancy and an eligible list will be established to fill future vacancies in this classification for a period of up to six months.

The City of Tulare is a vibrant and steadily growing community with a population of 70,693 located in the heart of California's Central Valley. The city provides a full range of services to our citizens. The organization, staffed with 401 full-time employees, enjoys a culture of fiscal conservatism, collaboration, teamwork and dedication to public service and our community.

To be considered for this outstanding career opportunity applicants must submit a complete application with detailed information in each section of the application: Education, Work Experience, Certificates and Licenses, and Skills.

In addition to submitting a detailed application, applicants are required to respond to the supplemental questions associated with the application. Responses to the supplemental questions will be used to help us evaluate applicants' qualifying knowledge, skills, and abilities. Resumes may be attached but will not be accepted in lieu of a complete, detailed application or in lieu of detailed responses to the supplemental questions. Applicants are also required to attach a typing certificate.

TYPING CERTIFICATE: A minimum typing speed of 45 words per minute is required.

Applicants are required to attach a typing certificate (issued within the past six months) to their application. *Applications submitted without the required typing certificate attached will be disqualified.* If you need to take a typing test, tests are administered by most temporary/staffing agencies, adult schools, and community colleges for a small fee. We also accept typing certificates obtained online utilizing the following free resource: www.RATAType.com

RECRUITMENT PROCESS: Applicants that meet the minimum requirements will be invited to take part in the following steps of the recruitment process:

1. Written Exam
2. Panel Interview.
3. Preliminary Background Review
4. Interview with the Police Chief and members of his command staff.
5. Comprehensive Background Investigation
6. Pre-Employment Physical

WRITTEN EXAM:

The written examination will be administered on the afternoon of: FRIDAY, DECEMBER 20, 2024. The exam will assess candidates' knowledge, skills, and abilities in the following areas:

- *Clerical Knowledge
- *Reading Comprehension
- *Written Communication
- *Problem Solving, Analysis, and Mathematical Ability
- *Interpersonal Relations

Please be sure to make note of the written exam date and plan to participate in that phase of the recruitment process assuming you meet the minimum qualifications.

INTERVIEW: Applicants that achieve a passing score on the written exam will be eligible to participate in our interview process.

Confirmation of your eligibility to participate in each step of the recruitment process will be sent to you via email as the recruitment progresses.

POSITION OVERVIEW:

Under general supervision, performs a variety of general administrative, clerical, and customer service duties involved in the maintenance, processing, and distribution of Police records, including serving as a call-taker and assisting in office support duties; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Police Records Manager. No supervision of staff is exercised.

CLASS CHARACTERISTICS

This is the journey-level class in the Police Records Specialist series. Incumbents are cross-trained to perform the full range of technical work in all of the following areas: customer service, maintenance, processing and distribution of Police records, and call-taking. This class is distinguished from the Police Records Manager in that the latter has broader responsibility for training and oversight of assigned staff and performance of the most complex work within the function.

Examples of Essential Functions

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only) *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs a variety of customer services functions applicable to records release and maintenance, including receiving, responding to, and entering requests for police reports and safekeeping of property, and screening and forwarding telephone calls.
- Maintains and updates records according to established policies and procedures, including indexing a wide variety of violations and notifications, tracking and filing reports, and redacting confidential information when required; purges records and files as required.

- Assembles and compiles information for a variety of departmental, State mandated, and statistical reports, including verifying accuracy and completion of reports and maintaining files.
- Writes dispositions and transmits records; collects and prepares documents for all arrests and citations; forwards documents to appropriate department, division, and court; indexes a wide variety of violations and notifications; compiles and distributes complaints; and books information, fingerprint cards, photographs, and other law enforcement reports.
- Processes booking documents, including gathering all necessary paperwork and information, verifying with current rules and regulations, and updating files as required.
- Provides general information regarding department policies, procedures, and regulations, including responding appropriately to complaints, requests for information, and requests for service in person and by telephone, forwarding written complaints against personnel, and coordinating work with other City departments.
- Performs a variety of reception, administrative support, and clerical duties, including answering and directing telephone calls and calls for service, distributing incoming mail, processing restraining orders, and transcribing taped statements by officers, witnesses, suspects, and victims; sorts, files, copies, and distributes a variety of documents; maintains a variety of filing systems; and participates in the registration of a variety of services.
- Indexes all traffic violation citations and/or reports them into applicable computer systems.
- Provides research assistance to officers and other law enforcement personnel as requested.
- Performs other duties as assigned.

Qualifications / Requirements

QUALIFICATIONS

Knowledge of:

- Basic functions, principles, and practices of law enforcement agencies.
- Applicable Federal, State, and local codes, regulations, policies, technical processes, and procedures.
- Techniques, methods, and processes of record management and retrieval.
- Modern office practices and procedures, including filing and the use of standard office equipment.
- Business arithmetic and basic statistical techniques.
- Terminology and procedures used in public safety dispatching.
- Operation of computer-aided communications equipment, including multiple telephone lines and radio systems.
- Computer applications related to the work, including data tracking, word processing, and basic spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Learn, interpret, apply, and explain rules, policies, codes, and procedures.
- Learn police terminology and law enforcement codes.
- Accurately transcribe information from audio tape or compact disc into reports.
- Organize, research, and maintain technical and administrative files.
- Enter data into a computer system and prepare written materials with sufficient speed and accuracy to perform the work.
- Make accurate arithmetic and statistical calculations.
- File and maintain automated and hard copy records with speed and accuracy.
- Organize own work, set priorities, and meet critical deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience: *Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of twelfth (12th) grade and two (2) years experience in clerical and customer support duties in the maintenance, processing, and distribution of records, preferably in a police department. Additional coursework in business practices is desirable.

License:

- Possession of, or ability to obtain, a valid Class C California Driver's License by time of appointment.

Certificate:

- Typing Certificate (issued within the past six months), documenting the ability to type a minimum of 45 Words Per Minute.

Other:

- Due to the nature of this position applicants recommended for hire must pass a detailed background investigation.

Additional Information

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

Agency

City of Tulare

Address

411 East Kern Ave

Tulare, California, 93274

Phone

559-684-4201

Website

<http://www.tulare.ca.gov>

Police Records Specialist Supplemental Questionnaire

***QUESTION 1**

Do you have two (2) or more years of experience in clerical and customer support duties in the maintenance, processing and distribution of records?

- Yes
- No

***QUESTION 2**

Describe your clerical and customer support duties maintaining, processing, and distributing records.

***QUESTION 3**

Can you type a minimum of 45 Words Per Minute?

- Yes
- No

***QUESTION 4**

Did you attach a typing certificate documenting your ability to type a minimum of 45 Words Per Minute? Failure to attach a typing certificate (issued within the past 6 months) will result in your application being disqualified.

- Yes
- No

*** Required Question**