

CITY OF REDWOOD CITY POLICE CLERK

DEFINITION

To perform a variety of clerical duties as required in the Police Department including maintenance of records and files, entering of data in computers, and general assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Records Supervisor. Functional or technical supervision may also be received from other department staff.

May exercise functional or technical supervision over less experienced personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Sort, file, copy, and distribute crime reports, traffic reports, citations, petitions, and other materials to appropriate personnel.

Type, record, and file a wide variety of police records, reports, and materials.

Work on the switchboard.

Operate a computer terminal to enter, modify, and retrieve data.

Process warrants, subpoenas, bail, and restraining orders.

Assist department personnel and the public in person and by phone performing record checks, issuing permits, and collecting fees, and receiving reports and complaints from citizens.

Respond to general public inquiries.

Perform fingerprinting and maintain files on registered persons and permits.

Seal records including juvenile records.

Work in property/evidence; transport evidence to crime lab; store evidence.

Perform related duties as assigned.

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QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation.
Office methods, procedures, and equipment.

The use of computer terminal for data entry and retrieval.

Ability to:

Learn and conform to Police Department procedures.

Learn police terminology.

Perform routine clerical work.

Perform record searches quickly and accurately.

Operate office machines and equipment.

Work independently.

Understand and carry out both oral and written directions.

Prepare and complete accurate reports.

Establish and maintain effective work relationship with those contacted with in the performance of required duties.

Work various shifts as assigned.

Physical Characteristics:

Must be in sufficiently good health to perform job duties.

Experience and Training Guidelines:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year experience in a general clerical or typing position.

Education:

Equivalent to the completion of twelfth grade.

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License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Special Requirements:

Bilingual ability may be required.

Effective Date: February, 1985

Bargaining Group: Service Employees' International Union - Local 715