



## **CITY OF CALEXICO**

### **CLASS TITLE: RECORDS ASSISTANT**

**MONTHLY: \$2,845 - \$3,459**

**RANGE: G-20**

### **BASIC FUNCTION:**

Under the direction of the Records Supervisor, perform a variety of record-keeping duties in the preparation and maintenance of public records and reports for the Police Department; prepare and process related forms, applications and various other documents; perform related clerical duties.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of clerical duties in the preparation and maintenance of manual and automated records and reports for the Police Department; respond to requests for reports from law enforcement and government agencies, insurance companies and others according to established guidelines and procedures; maintain confidentiality of police records; prepare and review reports for filing at the District Attorney's office.

Input and scan criminal, arrest and various other data into an assigned computer system; establish and maintain a variety of automated records; initiate queries and generate computerized reports including crime reports, statistical reports and related information; assure accuracy of input and output data.

Compile information and prepare and maintain a variety of records, logs and reports related to criminal information, jail records, arrests, traffic reports and other incidents as assigned; prepare daily production log; purge and seal records according to established procedures.

Establish and maintain filing systems including juvenile, index and other files as assigned; duplicate materials as necessary; file approved complaint reports at the Superior Court for processing.

Type correspondence, memoranda, reports, requisitions, forms, abstracts and other documents; proofread and edit written materials as required; process a variety of forms and applications; distribute a variety of documents, reports and other materials to Department personnel and others as directed.

Answer telephones and greet office visitors; provide information and assistance to callers, take messages or refer calls or visitors to appropriate personnel.

Provide information and services to other departments and personnel, law enforcement and various outside agencies and organizations and the general public.

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Operate a variety of office equipment including a calculator, multi-telephone line system, copier, fax machine, typewriter, cash register, computer and assigned software and other related equipment; operate a digital image scanner.

Process and maintain documents involved in the registration of convicted arson, sex offenders and narcotic registrants as assigned; process various criminal history background checks.

Operate a fingerprinting machine to scan and record applicant fingerprints; forward fingerprinting information to the appropriate agencies and personnel including the Department of Justice.

Collect fees or payments for departmental services, reports and licenses as assigned; prepare receipts and maintain related records; prepare cash deposits; close cash register.

Order and maintain adequate stock of office supplies as assigned.

**OTHER DUTIES:**

Assist dispatch with questions regarding paperwork, computer entries or corrections as needed.

Provide support and assistance to sworn officers and non-sworn personnel as needed for records or related system information.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Telephone techniques and etiquette.
- Record-keeping and report preparation techniques.
- Data control procedures and data entry operations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Basic arithmetic calculations.

**ABILITY TO:**

- Perform a variety of record-keeping duties in the preparation and maintenance of manual and automated records and reports for the Police Department.
- Prepare and process related forms, applications and various other documents.
- Perform various clerical duties related to assigned functions.
- Utilize a computer to input data, maintain automated records and generate reports.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Learn terminology, policies and objectives of assigned program and activities.
- Operate a variety of office equipment including a computer and assigned software.

Add, subtract, multiply and divide quickly and accurately.  
Understand and follow oral and written directions.  
Answer telephones and greet the public courteously.  
Maintain various logs and files.  
Communicate effectively both orally and in writing.  
Type or input data at an acceptable rate of speed.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of general clerical experience including frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file materials.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.