

CITY OF REDWOOD CITY LEAD POLICE CLERK

DEFINITION

Under general supervision, performs a variety of clerical and related duties, and serves as a clerical leader in the Police Department; does related work as required.

DISTINGUISHING CHARACTERISTICS

This is responsible and varied clerical work requiring a background of experience or training in the practices, policies, procedures, and activities of the Police Department. An incumbent is normally expected to solve most work problems independently and to refer to supervisory personnel only those matters which involve policy decisions, technical questions, and unusual public relations problems. Work is normally reviewed periodically as an evaluation of continuing job performance or when specific errors are brought to the attention of supervisory personnel. An employee in this class serves as a working leader of clerical employees in assigning and reviewing clerical work.

An employee assigned to this classification is required to maintain confidential police records in accordance with State law and Department policies and procedures.

EXAMPLES OF DUTIES

Performs a variety of specialized clerical work and takes the lead in overseeing and reviewing the work of clerical employees.

Trains clerical employees in departmental methods, procedures, and equipment.

Acts as receptionist in the Police Department receiving and interviewing visitors, answering questions concerning department procedures, laws, ordinances, and information.

Cross-indexes and files police reports, cards, and other documents and correspondence alphabetically, numerically, or by any other predetermined classification.

Searches and locates file material.

Issues and receives applications for licenses and permits, and answers inquiries in accordance with established departmental policies and procedures.

Answers telephone and gives general information in response to public inquiries.

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Receives, processes, and may serve subpoenas and warrants of arrest within the Police Department in accordance with established policies and procedures.

Prepares and records payrolls, statistical tabulations and data, form letters, memoranda, vouchers, police and other reports, requisitions and other material.

Types forms, letters, invoices, vouchers, reports, memoranda, index cards, requisitions and other materials.

Performs data processing input operations, operates calculator, microfilm and duplicating machine, teletype terminal and similar police office equipment.

Fingerprints applicants for employment or for persons required by law to register with the Police Department in accordance with established policies and procedures.

Receives and processes firearms registrations.

Receives and prepares police reports as directed.

Processes warrants including typing, logging, indexing, and checking for completeness and accuracy.

Assist in processing.

QUALIFICATIONS

Knowledge of:

Good clerical knowledge of the practices, policies, and procedures of a law enforcement agency.

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

Ability to:

Understand and follow complex oral and written directions.

Maintain complex clerical records and prepare reports from such records.

Make decisions in accordance with laws, ordinances, regulations, and established policies.

Type from clear copy or rough draft at a net rate of 50 words per minute.

Lead the work of clerical employees.

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Train clerical employees in the practices, procedures, and policies of the Police Department.

Establish and maintain good public relations and cooperative working relationships with other employees.

Good physical condition.

Experience and Training Guidelines:

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

Experience:

Three years of clerical experience in a law enforcement agency

Education:

Completion of the twelfth grade with additional business training highly desirable.

Effective Date: August, 1987

Bargaining Group: Service Employees' International Union - Local 715