

CITY OF RIO VISTA

POLICE RECORDS TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction from the Records Manager, performs a wide variety of law enforcement office support services; gathers information and maintains police records, demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Police Records Technician** is the entry level position responsible for providing a variety of complex and difficult office support services in the area of records, data gathering and distribution, communications and public contact.

SUPERVISION RECEIVED/EXERCISED:

General direction from the administrative/management staff; Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Execute Livescan applications for the public, business licenses, and City employees/volunteers
- Ensure public access to the front office during scheduled office hours, answer and direct phone calls to the appropriate staff and secure the front office, records office and files at lunch time and end of shift
- Assist in sustaining an organized and secure records department
- Perform a variety of administrative duties to support the management staff and the officers of the Rio Vista Police Department
- Assist with the processing of tow releases for impounded vehicles
- Operate a variety of office equipment and computer software programs
- Assist in a full range of department operations and perform duties and responsibilities as requested

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, climbing, lifting, kneeling, bending, squatting, and stooping in the performance of daily activities. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

QUALIFICATIONS: *(minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

- Two years of experience in a professional office environment with customer service and records management experience
- Education: high school diploma or equivalent
- Possession of a valid class "C" California Driver License

KNOWLEDGE/ABILITIES/SKILLS: *(KAS's necessary to perform essential duties of the position)*

Knowledge of:

Standard and complex law enforcement information, communications and record keeping terminology, practices and procedures; modern office equipment including copy/fax machine, multi-line telephone system, computers and applicable software; proper English, spelling and grammar; public and agency desk procedures and methods of providing services and information; applicable federal, state and local laws, codes and regulations, including those governing the maintenance and reporting of crime statistics; automated law enforcement information systems and procedures; methods and techniques for record keeping.

Ability to:

Perform a variety of complex work with speed and accuracy; remain calm under emergency situations; operate standard office equipment, including a computer; work independently and use good judgment; organize and prioritize work assignments; apply applicable laws, codes and regulations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

Skill to:

Operate modern office equipment including an office computer and a variety of word processing and software applications; effectively operate specialized law enforcement automated information and communication systems.