

CITY OF LINCOLN
POLICE RECORDS CLERK I/II

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

To perform responsible administrative duties in support of the Police Department activities including data entry, processing and releasing records, and receiving and responding to questions from the public and outside agencies; to review requests for reports and make determination regarding the release of information; and to perform other clerical duties in support of operations.

DISTINGUISHING CHARACTERISTICS

Police Records Clerk I

The Records Clerk I is the entry-level, non-sworn classification in which incumbents learn to perform police records duties under immediate supervision. Incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher class.

Police Records Clerk II

The Records Clerk II is the journey-level class in which incumbents are expected to operate with autonomy and perform duties and make decisions with a high degree of independence and integrity within the framework of established procedures.

SUPERVISION RECEIVED/EXERCISED

Police Records Clerk I

Receives immediate direction and supervision from the Public Safety Dispatch Supervisor or designee. Incumbents of this class do not exercise supervision.

Police Records Clerk II

Receives general direction and supervision from the Public Safety Dispatch Supervisor or designee. Incumbents of this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS

Include but are not limited to the following:

- Perform a variety of responsible duties related to the processing of the police reports including receiving, reviewing, logging, copying, distributing and filing police reports; making corrections.

- Process and track District Attorney Further Investigation Requests in order to ensure timely submission to the District Attorney’s Office for case review purposes.
- Receive, track, and serve as liaison between the department and outside agencies regarding subpoenas for department personnel.
- Query and print criminal histories and driver’s license records; complete Department of Justice disposition forms necessary for submission to the District Attorney’s Office.
- Review records for compliance with the records retention policy; purge and prepare documents for destruction as required.
- Provide customer support via the telephone and at the front counter; receive and respond to requests for information from City departments, outside agencies, and members of the public within required timeframes; receive and process requests for reports, determining information to be released in compliance within the Public Records Act and required timeframes.
- Receive and process requests for local background checks.
- Perform data entry duties, including but not limited to, CLETS/NCIC data, confidential arrests, property crimes, assaults, found / lost property, traffic accident reports, field investigation contacts, park exclusions, promise to appear notices, alert requests, and citations.
- Compile and organize CIBRS/NIBRS; create and maintain administrative security login accounts.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related work as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds also is required.

QUALIFICATIONS

The following qualifications are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Police Records Clerk. A typical way of obtaining the required qualification is to possess the equivalent of:

Police Records Clerk I

One (1) year of responsible work experience involving clerical work, recordkeeping, and customer service and possession of a High School Diploma or equivalent.

Police Records Clerk II

In addition to the above, two (2) years of increasingly responsible experience performing duties similar to that of a Police Records Clerk I with the City of Lincoln and possession of a High School Diploma or equivalent.

License or Certificate Requirements:

- Possession of a valid California Driver’s License by date of appointment.
- Possession of, or ability to obtain, a CLETS Certificate within first month of employment.

KNOWLEDGE/ABILITIES/SKILLS

The following are a representative sample of the KSAs necessary to perform essential duties of the position.

Knowledge of:

Principles and procedures of record keeping and reporting; modern office equipment and procedures including use of a variety of software applications; customer service principles and public relations techniques; English usage, spelling, grammar and punctuation; local and State laws governing the release and distribution of law enforcement records; proper use of various law enforcement databases and software.

Ability to:

Learn, interpret, apply and explain basic Police Department policies and procedures related to the maintenance and release of reports; intermittently review documents related to department operations; observe, identify and problem solve procedural issues; maintain the confidentiality of records; receive, research and resolve questions from the public, outside agencies and other City departments; analyze situations carefully and adopt effective courses of action; conduct research; plan and organize work load; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in written; independently receive, review and process police reports, records and related documents, ensuring compliance with the Public Records Act; read, interpret and apply laws, rules and directions; use independent judgement and personal initiative; know, understand, interpret and explain department and program policies and procedures; effectively resolve customer service issues.

Skill to:

Operate an office computer and a variety of both typical office and specialized software applications.

FLSA: Non-exempt
Employee Group: Lincoln Police Officers Association
Adopted: Resolution 2022-85, 4/12/2022