



CITY OF LOS ALAMITOS

EMPLOYMENT OPPORTUNITY

POLICE RECORDS SPECIALIST

FILING INFORMATION: Applicants must submit a completed City of Los Alamitos employment application. Please call (562) 431-3538 for additional information, or visit www.cityoflosalamitos.org for employment application. Applications must be received by August 2, 2019 by 12:00 p.m.

SALARY RANGE: Tier 3 Range \$3,822 to \$4,644 per month *
(*range is for new hires - the applicable range for current employees would be Tier 1,2 or 3)

POSITION AND ESSENTIAL JOB FUNCTIONS: Under general supervision, the Police Records Specialist enters, files, retrieves, copies, and provides authorized information contained in police criminal records to authorized law enforcement personnel, court representatives and the public. The Specialist prepares pertinent document packages for Court bookings, tracks subpoenas, and works with the District Attorney's Office in filing arrests and complaints. The Specialist is also responsible for maintaining an up-to-date police records management system, preparing Federal and State mandated reports, and performing various other related duties as assigned

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Under the direction of the Support Services Division Commander, the Police Records Specialist: assists members of the public by phone and at the front counter with requests for vehicle releases, copies of police reports, and information regarding criminal violations, licenses and other records; processes, files, types, records and retrieves a wide variety of police records, reports, forms memorandums, letters, complaints and court documents; collects assorted fees for services and completes cash transfer receipts; prepares document packages for court bookings and filings, pulling RAP sheets and other pertinent documentation; compiles, tabulates, records and checks statistical data for the Uniform Crime Report (UCR) and other mandated reports; tracks, arranges service and submits subpoenas; enters data and/or conducts criminal history checks using local records, California Law Enforcement Telecommunications System (CLETS), National Crime Information Center (NCIC) and other automated systems; seals and purges records in compliance with court orders and state statutes; fingerprints individuals for employment, state licenses, and permits; conducts departmental CLETS certification training; and provides support and assistance to sworn officers as needed for record information.

KNOWLEDGE OF: Police records procedures; laws pertaining to the release of police reports and public records; law enforcement statistical data practices; effective oral and written communications skills; data entry and word processing skills; police terminology; and law enforcement codes.

ABILITY TO: Establish and maintain effective working relationships with peers and supervisors; communicate clearly and effectively, both orally and in writing, with co-workers and to the public; type at a speed of 45 words per minute; operate a motor vehicle; work with high levels of interruption; maintain diplomacy with the public and others under stressful situations; operate a records management system, computers and other office equipment; promote and provide excellent customer service; and exercise a degree of independent judgment.

DESIRABLE EXPERIENCE AND TRAINING: High school diploma or equivalent, plus three years of police records, dispatching or related experience.

SPECIAL JOB-RELATED REQUIREMENTS: Valid California Driver's License and a satisfactory driving record.

EXAMINATION INFORMATION: The examination will consist of an oral interview (weighing 100%). Based upon the applications submitted, only the most qualified candidates will be invited to interview. Offers of employment are contingent upon passing a pre-employment physical including drug test, and background investigation.

Please submit all applications and resumes to HResources@cityoflosalamitos.org

The City of Los Alamitos is an Equal Opportunity Employer and does not discriminate on the basis of Race/Color, National Origin, Sex, Religion, Age or Handicapped Status in employment or the provision of service.