CITY OF BANNING, CALIFORNIA

Police Records Assistant

Job Code: 2141

FLSA **[ ] Exempt** **[x] Non-Exempt**

JOB DEFINITION: Under supervision of the Police Records and Communications Supervisor, performs a variety of duties associated with maintaining and monitoring Police records to ensure compliance with Federal, state and local laws.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Types reports of crimes and prepares a daily report of crime information collected; prepares a tally sheet of calls received for statistical purposes; receives and answers teletypes and maintains records of teletypes received; check with other agencies to secure warrant information; enters and retrieves information using an online or personal computer system; breaks, sorts and organizes citations and other police documents for the court; reviews documents for errors or omissions and refers to appropriate issuing officers for correction; maintains records and files of all citations, warrants and related police records; checks files for criminal records of subjects for authorized personnel; retrieves and makes copies of accident, crime and arrest reports; responds to requests for copies of police reports in accordance with established police department policies and procedures; receives money at counter and issues receipts for copies of accident and other reports; provides general public information at the counter; refers callers to appropriate staff or other agencies for handling on records for actual information; receives and processes criminal and traffic warrants; may provide court testimony as required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of police records and recordkeeping procedures.
- Knowledge of customer service techniques and concepts.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

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MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** two (2) years of customer service or records maintenance experience.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain State of California Police Officer Standards and Training (POST) Records Certificate, Public Records Act Certificate and Records Management Certificate. Much have a valid California deiver's license. Must be willing to work rotating shifts and be willing to work weekend and holiday shifts. Must be able to pass a background investigation. Must obtain P.O.S.T. Certification before relieving Public Safety Dispatchers.