

CITY OF SALINAS

POLICE SERVICES TECHNICIAN

BARGAINING UNIT/CLASS CODE:

SMEA / E10

DEFINITION:

To perform a wide variety of general and confidential duties as required in the Police Department, including maintenance of records and files, processing of various Police Department records and reports, and providing information to the public, the court, department staff and outside agency representatives.

DISTINGUISHING CHARACTERISTICS

This is a non-sworn, entry level class and is distinguished from the Senior Police Clerk by the performance of the more routine duties assigned to this series. Positions in this class work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility is learned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Supervising Police Clerk. Functional or technical supervision may also be received from senior department staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Sort, file, copy and distribute crime reports, traffic reports, citations, petitions and other materials to appropriate personnel. Type, proofread, record and file a wide variety of police records, reports and materials including memos, letters, complaints, declaration, dispositions, warrants, citations, and crime and traffic reports. Operate teletype machine to enter, modify and retrieve data such as stolen and recovered property, driver license and vehicle registration information and warrants on wanted persons. Operate the Police Department two-way radio channel. Communicate and assist officers over radio. Assemble, code, record and summarize a variety of police record data including serious crime offenses, stolen vehicles, crime reports, booking sheets and file interrogation cards. Perform data entry and data retrieval tasks using various local, state and federal computer databases. Assist in orienting new employees to the duties of this job class and other less responsible job classes within the work unit. Assist department personnel and the public in person and by telephone performing records checks, processing report requests and collecting revenue. Provide general information regarding department policy, procedures and regulations to the public and others as requested. Compile data for, summarize and maintain a variety of reports. Assemble prosecution packets and Probation Department information packets. Search suspects and obtain evidence samples. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person telephone conversations, two-way radio; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the two-way radio, telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to work a ten hour shift while sitting for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
POLICE SERVICES TECHNICIAN (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Mandatory stay over required when ordered-in by supervisor/manager to provide staff coverage.

QUALIFICATIONS

Knowledge of:

English vocabulary usage, spelling, grammar, and punctuation. Office methods, procedures and equipment.

Ability to:

Learn and conform to confidential Police Department procedures. Learn Police report and radio terminology. Perform routine clerical work, including cash transactions. Cross-train and perform assignments in either the Police Department front office or the statistics office. Perform record searches quickly and accurately. Operate manual and computer assisted machines and equipment. Work independently and carry out oral and written directions. Prepare, proofread and complete accurate reports. Interact effectively with difficult service seekers. Establish and maintain effective working relationships with a diverse public, other City staff and external agency representatives. Promote the City's organizational mission, goals and objectives. Work within a 24-hour, 7-day weekly schedule; to include nights, weekends and holidays.

Skills to:

Type at a speed of 40 wpm.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a completion of the 12th grade and two years of increasingly responsible clerical experience.

Reviewed _____
Department Director

Approved _____
Sr Human Resources Analyst

Approval Date _____

**ORIG: 2-84, REV: 2-94, REV: 7-06, REV: 05-14
REV: 04-15**