

**CITY OF SALINAS**

**SENIOR POLICE SERVICES TECHNICIAN**

**BARGAINING UNIT/CLASS CODE:**

**SMEA / E06**

**DEFINITION**

To perform complex and confidential Police Department secretarial, recordkeeping activities, technical, and/or provide administrative and technical staff assistance to a Division.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced-journey level class of the Police Clerk series and is distinguished from the Police Clerk class by the performance of the more technical and complex duties assigned to this series including independent work assignments, and providing confidential clerical, secretarial, and administrative support to a division.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Technical Services Manager and/or from assigned Senior sworn and non-sworn department staff. May exercise general supervision over lower-level clerical staff and volunteers.

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

Perform confidential administrative, clerical, and technical duties in assigned area including Administration, Investigations or the Support Services Division. Essential tasks may include processing crime statistics, payroll, citations, court subpoenas, new employee hires, workers' compensation, and field interrogation and citation data entry. Oversee desk and cell phone assignments, alarm program, and uniform orders and supplies. Research, collect and validate data, then prepare and distribute a variety of law enforcement statistical, administrative and technical materials and reports in a computerized format. Process and file a wide variety of applications, permits, licenses, court records, reports, spreadsheets and other documents. Operate specialized department equipment including teletype, California Law Enforcement Telecommunications System (C.L.E.T.S.) database, Wintegrate in-house Records Management System, Radio Communications and/or multi-line telephone system to enter, modify and retrieve data. Provide effective customer service while assisting department personnel, the public, city, county, state, and federal agency representatives, in person, by telephone, e-mail, FAX and other communication devices to check records, issue a variety of permits, collect fees, send and receive reports, complaints and other documents/information. Maintain a variety of files/records and scan documents as needed. Cross-train and substitute for other Senior Police Clerks in accordance with departmental needs. Perform related duties and complete special projects 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.

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk for up to ten hour shifts. Repetitive use of the computer terminal, telephone and two-way radio, long periods of time spent bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions for prolonged periods of time. Special assignments may be required to work overtime.

**CITY OF SALINAS  
SENIOR POLICE CLERK (continued)**

**QUALIFICATIONS**

**Knowledge of:**

Organization, procedures and operating details of criminal justice administration related to the municipal police departments. Principles, codes, regulations and laws governing Police records management, criminal justice system statistical reporting, law enforcement telecommunications system and two-way radio communications. Current office management principles, processes, procedures, techniques and equipment usage including recordkeeping and tracking software, automated information systems, and research techniques and procedures. English vocabulary usage, spelling, grammar, and punctuation.

**Ability to:**

Manage and facilitate the work of a major police records, commercial, statistics, databases or administrative support operation. Understand the organization and operation of the City and of outside agencies as necessary to effectively assume assigned responsibilities. Communicate clearly and concisely, orally and in writing. Work with minimal supervision. Work efficiently and cooperatively with representatives of other City departments, outside agencies and members of a diverse public. Compile and maintain complex, critically detail-oriented data, confidential and extensive records filing systems, including confidential personnel records and criminally sensitive data. Research written and numerical data and prepare calculations, narrative, and technical reports. Work cooperatively with co-workers in a close proximity office environment. Effectively handle difficult inter-personal situations.

**Skills to:**

Type at a speed of 50 wpm.

**Education and Experience:**

Equivalent to completion of the 12th grade, and three (3) years of increasingly responsible clerical experience, preferably in a law enforcement or related work setting.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Senior Human Resources Analyst

Approval Date \_\_\_\_\_

**ORIG: 5-89, REV: 2-94,  
REV: 8-05, REV: 03-14**