

## POLICE RECORDS TECHNICAN

### NATURE OF WORK

This is responsible, advanced work providing important clerical, file maintenance of court records in the Records and Services Unit Division of the Police Department.

Work involves responsibility for typing, recording and filing forms, reports, and correspondence in an accurate and timely manner and may include: receiving, recording, and filing the court disposition onto an arrestee's record; or maintenance of filing systems for case folders, including filing, typing, and/or mailing a variety of materials relating to transcripts, maintaining habitual offender files in the computer, and preparation of materials to be used in court cases.

Work requires the exercise of initiative, independent judgment, and discretion in handling delegated administrative details, and the performance of various other clerical duties.

Decisions are normally limited by established precedents and departmental policies. Advice is normally available relative to unusual or difficult matters. Work is subject to review by the Sergeant in charge of the Unit.

### EXAMPLES OF WORK

Enters (into the computer) arrest data, updates personal information at time of arrest; enters traffic data and accident information, all outstanding warrants; maintains the file; checks arrest sheets to that outstanding warrants can be removed from the computer.

Checks newly-executed warrants, arrest sheets, and other related materials for accuracy and completeness; routes court papers and arrest sheets as appropriate.

Receives dockets from Juvenile/Domestic Relations and General District Court Clerks weekly from the Circuit Court quarterly; pulls arrest sheets for all defendants for the following week; updates juvenile files; enters arrests into the computer; records dispositions when disposition docket is received.

Records petitions, warrants, subpoenas, and related documents in record book as received for all courts.

Updates juvenile files; enters arrests into the computer; records dispositions when disposition docket is received; types letters and charts; occasionally takes dictation; performs related clerical duties as required.

Checks newly-executed warrants, arrest sheets, and other related materials on a daily basis for accuracy and completeness; routes court papers and arrest sheets as required.

Determines Circuit Court cases continued from last term; pulls cards, jackets, folders, and complaints, and assembles in alphabetical order, separating felonies and misdemeanors; prepares a list of all new felonies and copies offense reports; records, posts, and files final disposition as required after pre-trial conference; upon notice, prepares and posts FBI final disposition sheet; helps type FBI cards.

Enters all outstanding warrants into the computer and maintains the file; checks arrest sheets so that outstanding warrants can be removed from the computer.

Upon receipt of case folder, prepares rolodex card and cross reference, files folder, and transfers folders and cards from active to inactive status as the case is closed or when circumstances warrant the transfer.

Maintains an alias file of arrested person by checking arrest sheets for alias; files cards and jackets as needed; enters calls for service into the computer, maintains the file, and generates reports as needed; files breath analysis reports; assists citizens, court personnel, probation and parole officers with pertinent information located within the Records Room; performs related clerical duties as required.

Checks depository weekly for paid parking tickets, compares ticket reports, marks tickets that are paid, sends notification form letters as needed, prepares affidavits for warrants to be issued for the previous week, answers questions pertaining to tickets, and testifies in court if warrants are not paid off.

### MINIMUM QUALIFICATIONS OF WORK

Graduation from high school or G.E.D., including or supplemented by courses in secretarial science or business

administration, and at least four years of general or specialized clerical work; or any combination of experience and training which provides the following knowledges, abilities, and skills: Knowledge of modern office practices, procedures, and equipment.

Knowledge of business English, spelling, and arithmetic.

Knowledge of office record keeping and reporting.

Some knowledge of departmental rules, procedures and functions.

Ability to set up and type a variety of statistical statements, letters, special records, and reports.

Ability to maintain complex clerical records, and to prepare detailed reports from such records.

Ability to make minor decisions in accordance with precedents and regulations, and to apply these to work situations.

Ability to make relatively complex arithmetical computations and tabulations accurately and with reasonable speed.

Ability to understand and follow moderately complex oral and written directions.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to deal with the public in a pleasant and courteous manner.

Skill in the operation of a typewriter and calculator, and the ability to learn the operation of a microcomputer within a reasonable period of time.

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine.

Ability to orally communicate in an effective manner, with public and employees through the use of the telephone, two-way radio and through personal contact.

Non-Exempt

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