

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION**

JOB TITLE: Police Records Clerk

BASIC FUNCTION: Under the supervision of the Chief of Police, handles tasks related to the gathering, maintenance and release of confidential police records and reports; the preparation of mandated state and federal crime reports; the mastery of local, state and federal reporting requirements and protocols, and public records statutes; as well as a variety of general clerical duties.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Reviews reports for completeness and resolves issues of errors and missing information with officers.
2. Records and files a variety of reports such as police reports and court citations.
3. Enters and retrieves online confidential law enforcement information on computer terminals.
4. Tracks missing reports, citations and other documents from officers.
5. Assembles court and District Attorney report packages and ensures appropriate forms are complete and attached.
6. Corresponds with District Attorney's office to ensure accurate and timely filings.
7. Furnishes the Department of Justice (DOJ) with Monthly Arrest Statistics and other mandated reports.
8. Gathers, maintains and submits, pursuant to established deadlines, information required by the US Department of Education under the 1990 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
9. Releases police reports to appropriate individuals, personnel and agencies following the State's public records and release of information mandates.
10. Files and completes background check inquiries from other agencies; checks for local C.O.R.I. (Criminal Offender Record Information), school and employment history and responds according to State's release guidelines.
11. Gathers statistical information and prepares reports for the Chief, sergeants, and other staff members, as necessary.
12. Provides updated information on citations and report processing; makes citation corrections.
13. Distributes and files officers' subpoenas.
14. Obtains blood evidence results from an appropriate vendor and the Department of Justice (DOJ) labs.
15. Files officer Daily Activity Logs; maintains police vehicle logs.
16. Forwards updates on procedural changes from the courts, District Attorney's Office, and Department of Motor Vehicles to department officers.
17. Keeps law enforcement forms updated and in stock.
18. Attends necessary training (introductory and ongoing) to achieve and maintain working mastery of local, state and federal statutes, regulations, requirements and protocols related to college law enforcement records.
19. Participates in District-provided in-service training programs.
20. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
21. Performs other duties, related to the position, as assigned.

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EDUCATION: Graduation from high school or GED equivalent.

EXPERIENCE: Two years general clerical experience or equivalent combination of education, training, and experience which demonstrates the ability to effectively and successfully perform the duties of the position are required. Prior police-related work experience, plus extensive public contact experience and recent training in computer software and equipment are highly desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Modern office procedures and Microsoft Office software applications; basic customer service principles and methods; general activities involved in a police function. Effective skills in oral and written communication.

ABILITY TO: Communicate effectively, both verbally and in writing, with students, the public and co-workers; accurately keyboard at a speed of not less than 35 net words per minute; accurately maintain the police records database (presently CrimeStar, but subject to change); learn police records procedures; serve customer needs including those who may be upset or angry; maintain confidentiality of criminal justice information; establish and maintain effective interpersonal relationships with those encountered in the performance of duties.

OTHER: Must pass a complete background investigation prior to employment, the standards of which are an on-going requirement. Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: May include police officers, staff, administrators, students, the community and other law enforcement agencies.

WORKING CONDITIONS: Normal law enforcement office environment (fast-pace, multi-tasking and working under pressure).

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.