



## Employment Opportunity

# POLICE RECORDS CLERK

(Full-time, 40 hours per week)

**Salary: \$3,183—\$3,869 per month**

**Deadline to Apply: Open Until Filled**

### DEFINITION

Under general supervision, performs complex clerical work relating to Public Safety records, identification, property, provides clerical administration to a wide variety of specialized police programs and performs administrative secretary duties for the Police Command Staff; types with a variety of software on computer equipment; and performs related work as assigned.

### EXAMPLES OF DUTIES

These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

#### E=Essential Duty; M=Major Portion of Time

- ◆ Performs a variety of clerical and typing work related to the function to which assigned. (E-M)
- ◆ Types a variety of letters, reports, records, memoranda, statistical tables or other documents from rough draft, and clear copy. (E-M)
- ◆ Maintains confidential files and manages all aspects of police record keeping including but not limited to state and federally mandated statistical reporting, employee rosters, training records and auditing, training logistics, payroll, crime, records certification, responses to public records requests, crime tracking statistics and auditing and all agency internal forms and rosters. (E-M)
- ◆ Answers questions about routine procedures and policies, or refers calling parties to the proper office as appropriate.
- ◆ Assembles and reviews information from various sources for records and reports, and computes and extends figures. (E)
- ◆ Composes and answers routine correspondence.
- ◆ Collects payments, fines, and fees from the general public for services provided by the Department of Public Safety. (E)
- ◆ Opens and distributes Police Department mail.
- ◆ Assists in the processing and registration of State-mandated registrants. (E)
- ◆ Types and processes legal forms for court; distributes to appropriate locations. (E-M)
- ◆ Maintains court calendar for staff. (E, M)
- ◆ Process live scan fingerprinting for general public. (E)
- ◆ Clerical Administration and Record Keeping for the City of Ukiah Parking Program, Licensing and Permits, Employment Testing and the Abandoned Vehicle Abatement Program. (E,M)
- ◆ Maintain Department website & social media applications. (E)
- ◆ Process Department training forms and requests. (E)
- ◆ Greets and helps public at front counter. (E)
- ◆ Performs related work for other departments as assigned

### KNOWLEDGE OF

- ◆ Office and telephone procedures and practices.
- ◆ Customer relations and service skills.
- ◆ The location of streets and important buildings in the City of Ukiah.
- ◆ Modern office equipment, practices, and procedures.
- ◆ Microsoft office programs (Office, Excel, Word, and Publisher).

### ABILITY TO

- ◆ Handle numerous activities at once (i.e. phone calls, receive visitors) effectively and pleasantly.
- ◆ Perform clerical work involving the use of independent judgment and requiring speed and accuracy.
- ◆ Type accurately at a speed of 35 words per minute (typing certificate required).
- ◆ Use good written and verbal skills, using good English grammar and diction.
- ◆ Use good interpersonal skills, including dealing politely and effectively with citizens who may be emotionally upset, excited, or distraught.
- ◆ Compile information and prepare reports accurately and efficiently.
- ◆ Think and act quickly, calmly, and appropriately in emergency situations.
- ◆ Establish and maintain harmonious working relationships with department personnel, supervisors, other City employees, and the general public.
- ◆ Lift up to 40 pounds.

### EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school and two years of clerical and typing experience. Computer and transcription experience and bilingual abilities preferred.

### NECESSARY SPECIAL REQUIREMENTS

- ◆ Possession of a valid Class C California Driver License.
- ◆ Current Typing Certificate, net 35 wpm.

## BENEFITS

<b>Retirement</b>	CalPERS "Classic" members: 2.7%@55 with employee contributing 8% of pre-tax salary. "New" members: 2%@62 with employee contributing 6.75% of salary. The City of Ukiah does not contribute to Social Security.
<b>Medical</b>	The City provides a health insurance contribution of up to \$1,283.82 per month.
<b>Vacation, Sick &amp; Personal Leave, Holidays</b>	<i>Vacation Leave</i> is accrued at 104 hours per year and increases with City service. <i>Personal Leave</i> is provided at 24 hours per fiscal year. <i>Sick Leave</i> is accrued at 96 hours per year with no limit. The City pays for 13 fixed <i>holidays</i> per year, in addition to 1 floating <i>holiday</i> .
<b>Life Insurance</b>	The City pays the premium on a \$10,000 life insurance policy for eligible employees.
<b>Career Step Pay</b>	Employee receives an additional 1% of base pay after 7 years; 2% after 14 years; 2% after 21 years.
<b>Other Benefits</b>	Other benefits include City-paid membership in an Employee Assistance Program (EAP) for employee and eligible dependents; optional participation in supplemental health coverages through AFLAC, optional participation in pre-taxed Unreimbursed Medical and Dependent Care Assistance programs; optional participation in AirMed; and optional participation in Employee Credit Union and Deferred Compensation 457 Savings Plans.

## APPLICATION PROCESS

Applications are available at the City of Ukiah, 300 Seminary Avenue, Ukiah, CA, (707) 463-6272 or they may be downloaded at [www.cityofukiah.com/jobs](http://www.cityofukiah.com/jobs). Applications must be filled out completely and received by the Human Resources Department at 5:00 p.m. on the final filing date. Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. This process may include a variety of techniques designed to test applicants' knowledge, skills and abilities to perform the duties and responsibilities of the job. An Eligibility list will be established by ranking candidates by their overall score and a selection will be made from the candidates on this list. All employment offers are subject to a City-paid physical examination and a thorough reference and background check.

## CITY OF UKIAH CORE VALUES

### PROFESSIONALISM

*We demonstrate professionalism through proficiency, reliability, and our drive to make opportunities happen.*

### SERVICE

*We inspire confidence in our organization and our team members by consistently providing exceptional service.*

### TEAMWORK

*We believe in creating an environment that fosters teamwork and processes that support equal opportunity, collaboration, and commitment to common goals.*

### INNOVATION

*We work to discover practical solutions, challenge prevailing assumptions, and create new ideas that prove useful.*

### SAFETY

*We strive to keep our community and our workplace safe and healthy.*

*In accordance with the Immigration Reform Act of 1986, the City must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.*

*In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (707) 463-6244 so your request may be reviewed prior to the occurrence of the test.*

*Application materials are available from:*

**City of Ukiah - Human Resources**

300 Seminary Ave

Ukiah, CA 95482

Phone: (707) 463-6272

[www.cityofukiah.com/jobs](http://www.cityofukiah.com/jobs)

**FINAL FILING DATE: Open Until Filled**

**The City of Ukiah is an Equal Opportunity Employer committed to building a diverse workforce.**

*Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked.*