



**CITY OF HAWTHORNE -
HUMAN RESOURCES DEPARTMENT -
POLICE RECORDS TECHNICIAN -**

Classification Specification

(Classified)

JOB SUMMARY

The Police Records Technician reports directly to the Police Records Manager or if assigned to another bureau within the Police Department, reports to the Bureau Supervisor. The Police Records Technician performs varied clerical duties related to the maintenance of records and law enforcement reports of the record bureau of the Hawthorne Police Department. Does other related work as required and necessary. THIS POSITION REQUIRES SHIFT, EVENING, HOLIDAY, AND WEEKEND.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Police Records Technician. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Provides criminal and incident information for detectives, officers, other agencies and the general public as constrained by department policy;
2. Types, processes, and mails out required forms and reports from rough draft, marginal notes or verbal instructions;
3. Records, tabulates and types departmental statistical data for internal as well as other agency distribution;
4. Processes arrest reports for the department; maintains arrest register, including court disposition;
5. Receives, distributes and dispatches daily mail for the record bureau;
6. Maintains files of crime and incident reports, arrests, gun sales, applicants, field interviews, warrants and traffic collisions;
7. Operates computer terminal, copying machine, teletype and other office machines;
8. Answers inquiries of the public by phone or in person regarding information related to the functions of the record bureau;
9. Performs other duties as necessary or required;
10. May have to work shift work, holidays, and/or weekends.

MINIMUM QUALIFICATIONS

Education, Training & Experience:

Graduation from high school or GED; and a minimum of:

One (1) year of full time clerical experience; or a combination of education and experience that demonstrates the ability to perform the required duties for the position. Some computer knowledge is a plus.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

QUALIFICATIONS

1. Follow written and oral instructions;
2. Acquire a working knowledge of criminal and vehicle codes and differentiate between crimes and torts;
3. Must have a knowledge of modern office methods, procedures and applications;
4. Must have knowledge of proper English language;
5. Must be able to establish and maintain a good working relationship with the public, other government agencies, other departments, and fellow workers;
6. Must be able to establish and maintain indexes and files;
7. Must be able to type 45 WPM;
8. Must be able to sit for up to 2 hours at a time;
9. Must be able to walk, stand, bend and stoop during the course of performing tasks;
10. Be able to lift up to 15 lbs.