



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
POLICE RECORDS AIDE
Classification Specification
(*PART-TIME*)

JOB SUMMARY

The Police Records Aide reports directly to the Police Records Manager or an assigned designee; and performs clerical duties related to the maintenance of records and law enforcement reports of the of the Hawthorne Police Department's record bureau. Does other related work as required and necessary. This is an hourly, at-will position, and there shall be no guarantee of a regularly scheduled recurring work week of forty (40) hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Police Records Aide. 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. Assists in processing arrest reports for the department; maintains arrest register, including court disposition;
4. Assists in maintaining files of crime and incident reports, arrests, field interviews, and traffic collisions;
5. Operates computer terminal, copying machine, teletype and other office machines;
6. Answers inquiries of the public by phone or in person regarding information related to the functions of the record bureau;
7. Performs other duties as necessary or required;
8. May have to work shift work and/or weekends.

MINIMUM QUALIFICATIONS

Education, Training & Experience:

Graduation from high school or GED equivalent; and

One (1) year of full time clerical experience, or

Any combination of education and experience that demonstrates the ability to perform the required duties for the position.

Pass a physical and drug screen exam and successfully complete a comprehensive background investigation; including a polygraph exam and psychological evaluation.

License; Certifications; Special Requirements

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

Knowledge, Skills and Ability to:

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 40 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.