



August 9, 2006

## Police Records Clerk Supervisor (Full-Time/Open)

**SALARY:** \$3,037 – \$3,691 (approximate monthly salary)

**FINAL FILING DATE:** Application materials must be received by the Human Resources Division not later than 5:00 p.m. on August 30, 2006. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209)333-6704. TDD (209) 333-6853. [www.lodi.gov](http://www.lodi.gov)

### **THE POSITION:**

Under general direction, performs the most complex and responsible Records clerical duties. Provides training and supervises activities of assigned Records Clerks. Performs related responsibilities as required. This is the supervisory level of the Police Records Clerk series. This class is distinguished by the level of difficulty and complexity of work performed and supervisory responsibilities. Positions in this class require frequent use of a high degree of independent judgment in decisions in accordance with established rules and procedures. This position provides direct and indirect supervision over Records Clerks I/II. Reports directly to a Police Lieutenant and receives direction from the Police captain responsible for the division. Audits law enforcement-related data and statistical reports, verifies information against written reports, and makes corrections; advises other staff within area of expertise on matters such as equipment and system operation, data coding, document processing, release of records, purges, and other information; responds to inquiries regarding specialized areas of departmental operations, regulations, policies, and judicial procedures; receives and handles Records complaints and recommends disciplinary action; provides training to sworn and non-sworn staff on specialized procedures, required documents and computer operation; assists in preparing the Records Unit operating budget; enters data, codes and recodes crimes for reporting using national hierarchical coding system; researches and adds missing data from crime reports when available; types more complex or sensitive documents such as criminal investigation reports, search warrants, subpoenas, and related materials; coordinates with other agencies on special activities such as extradition paperwork; maintains specialized records, logs, and manuals; composes correspondence regarding assigned area of activity; may provide secretarial services to a major division head; may function as acting supervisor of a clerical function in the absence of the regular supervisor.

### **MINIMUM QUALIFICATIONS:**

**Knowledge of:** Systems and procedures for processing, maintenance, retrieval and release of police records; applicable laws, codes, regulations, and policies; basic operating principles, equipment and systems used in automated law enforcement recordkeeping; functions and authorities of the department and other criminal justice agencies; office methods and procedures; filing and recordkeeping; operation of personal computer, related software, peripheral equipment, and standard office equipment; English grammar, spelling and punctuation.

**Ability to:** Instruct and train others in procedures, operations, and document processing; interpret and apply complex rules and regulations to requests for confidential and public law enforcement related information; prioritize work and coordinate several activities simultaneously; operate standard and specialized office equipment including computer terminals and teletypes; organize and maintain complex files and records; establish and maintain effective working relationships with those contacted in the course of the work; type accurately at a speed necessary for adequate job performance; assign, supervise, train and evaluate the work of subordinate personnel.

**Experience:** Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is: Two years of experience performing the duties equivalent to Police Records Clerk II in the City of Lodi.

**Education:** Equivalent to completion of high school and an accredited course in law enforcement records management.

**License:** Possession of a valid California driver's license (class C) issued from the Department of Motor Vehicles.

**Working Conditions:** Essential and marginal functions may require maintaining physical conditions necessary for sitting, walking, and standing for prolonged periods of time; operating computers and vehicles, and occasional lifting up to 25 lbs.

### **TESTING PROCESS:**

Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible list last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

**Evaluation of Qualifications:** Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the testing process. Resumes may not be substituted for a completed application.

**Tentative Recruitment Plan:** The following recruitment plan is tentative and subject to change. The Human Resources Division reserves the right to change the testing process when necessary. Make-up examinations and/or exercises will not be available. **Oral Interview: Week of September 11, 2006 and Department Selection Interviews: Week of September 25, 2006**

**Equal Opportunity Employer**

**EQUAL OPPORTUNITY EMPLOYER** - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

**AMERICANS WITH DISABILITY ACT** - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

**CRIMINAL BACKGROUND INFORMATION** - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

**HIRING PROCEDURE** - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

**CONDITIONAL JOB OFFERS** - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

**MEDICAL-DRUG SCREENING** – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

**APPOINTMENT** - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

### **EMPLOYMENT BENEFITS**

**SALARY** - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

**HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE** - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

**HEALTH INSURANCE** - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

**LIFE INSURANCE AND LONG TERM DISABILITY** - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

**RETIREMENT AND DEFERRED COMPENSATION** - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System. Employees may participate in a 457 Deferred Compensation program.

**FLEXIBLE SPENDING ACCOUNT** - Employees may participate in a Section 125 Flexible Spending Account.

**IMPORTANT NOTE:** This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

