

CITY OF MILPITAS
Effective: Aug. 1988
Revised: March 1993
Revised: Oct. 1999
EEOC: Clerical
FLSA: Non-Exempt
Unit: MPOA/Clerical
Physical: 1

Police Clerk Supervisor

DEFINITION

To supervise, schedule, coordinate and participate in the record activities of the Police department on a particular shift and to provide clerical staff assistance to the department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Technical Services Commander.

Exercises direct supervision over assigned Police Clerks, Police Assistants, Property Clerks, Office Assistants and other non-sworn personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Supervise, schedule and coordinate the activities of the records unit on a particular work shift.

As Records Security Officer, coordinate document/information releases to internal and external customers and is responsible for legal compliance with federal, state and local laws pertaining to such releases.

Administer the department's computerized Records Management System (RMS.)

Develop and implement operational policies and procedures for the Records section.

Ensure compliance with new laws, policies and procedures; keep staff informed of changes in laws and other agency requirements.

Oversee proper procedures relative to assigned operations including the areas of warrants, prisoner transportation and due diligence.

Train new personnel and prepare annual evaluations of assigned staff. Initiate and recommend disciplinary action.

Research, collect data and prepare a variety of statistical and written reports as required.

Assist department personnel, other agencies and the public in person and on the phone by performing record checks, issuing permits and collecting fees, receiving reports and complaints from citizens and balance a cash drawer.

Oversee department payroll and related reports. Process paperwork for department personnel changes, maintain records and prepare related reports of overtime, vacation and sick leave.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles of supervision, training and evaluation.

Modern office procedures, techniques and equipment including record keeping practices and automated information systems.

Research techniques and procedures.

Organization and operations of Police departments.

Criminal justice procedures including knowledge of court rules and procedures.

Ability to:

Supervise, train and evaluate assigned staff.

Plan, organize and review the work of assigned staff.

Exercise independent judgement and work with a minimum of supervision.

Type at a speed necessary to perform the functions of the job.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with City staff, outside agencies and the general public.

EDUCATION AND EXPERIENCE

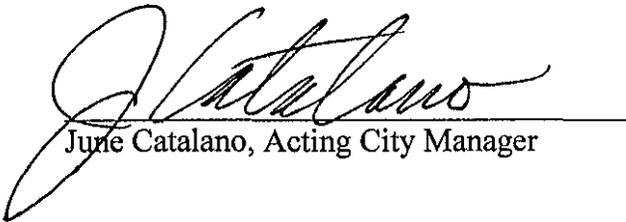
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade. Completed course work from a business college is highly desirable.

Experience:

Three years of increasingly responsible clerical experience of which one year must be in a law enforcement agency.



June Catalano, Acting City Manager