



## CITY OF LAKEPORT JOB ANNOUNCEMENT

### **POLICE RECORDS/EVIDENCE CLERK**

Police Records/Evidence Clerk: \$2,947 - \$3,761 per month

Filing Deadline: Monday, October 18, 2021 - 5:00 P.M.

#### **APPLICATION PROCESS**

Application materials may be obtained from Lakeport City Hall or by calling (707) 263-5615 x103 or by visiting the [Employment page](#) of the City's website [www.cityoflakeport.com](http://www.cityoflakeport.com). Please submit a completed [City of Lakeport Application and cover letter](#) no later than 5:00 p.m. on Monday, October 18, 2021. All statements made in the application process are subject to verification; false statements will be cause for disqualification or discharge.

#### **SELECTION PROCEDURE**

All City applications received will be reviewed for accuracy, completeness and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in an oral interview and may be required to complete other testing. Appointment to the position is contingent upon successfully passing all examinations. Finalist candidates must pass a comprehensive background and medical examination by the City physician as a condition of employment.

#### **HOURS OF WORK**

The incumbent will work a "9-80" schedule which may include a non-traditional workweek. Incumbent may be required to work overtime.

#### **JOB DEFINITION**

Under general supervision of the Police Records Supervisor, perform a wide variety of specialized clerical duties in support of the Police Department, including process, maintain documents, correspondence and code reports; provide information and assistance to the public; assist in the operations of the Police Department's property and evidence department to receive, record, store, safeguard, load, transport, verify, release and disburse evidence and found or abandoned property, maintain, separate property areas; and performs other duties as assigned.

#### **EXAMPLES OF DUTIES**

Please see full job description available with application packet.

- Compile, enter, record and file a wide variety of police records, reports and materials, letters, complaints, booking information, restraining orders and citations, as well as, photos and videos that could depict graphic or violent situations.
- Maintain the department's warrant system and send warrants to other agencies upon request.
- Registration and record management of sexual, arson and narcotics offenders; including, but not limited to; fingerprinting, DNA swabbing, and photographing.
- Process, sort, file, copy and distribute crime reports, traffic reports, citations, petitions and other materials to appropriate personnel; enter data into computer system.
- Compile data form records or other information as requested; inform officers of pertinent information as related to other police departments or other agencies.
- Post, record, file and issue receipts relating to the collection of various fees.

- Operate a computer and printer to type, enter, modify and retrieve a wide variety of police reports and records, memos, letters and other materials. Work at a computer for extended periods of time to input and access data.
- Maintain a variety of logs, including traffic accident logs, and logs of all stolen, recovered, stored or impounded vehicles.
- Receive, load, transport, verify, code, store, and safeguard various items of evidence and property.
- Keep accurate records of stored property and evidence to assure security and retrieval capability for court and audit purposes.
- Release property to be used as evidence in court or returned to owners.
- Forward and hand deliver evidence to various laboratories or experts for appropriate analysis.
- Purge property pursuant to prescribed methods on a regular basis.
- Store, package, catalog and destroy narcotics pursuant to prescribed methods.
- Operate standard office equipment.
- Establish and maintain a cooperative working relationship with fellow employees, sworn personal, representatives from other law enforcement agencies and the general public.

### **LICENSES AND SPECIAL REQUIREMENTS**

- A valid California Class C driver's license and a satisfactory driving record.
- Ability to speak Spanish is preferred.
- Receive satisfactory results from a background investigation, physical examination, and administrative testing which meet the established qualifications standards.

### **DESIRABLE QUALIFICATIONS – See Job Description for full range of desired qualifications**

Experience and Education: Any combination of education and/or experience that would provide the required knowledge, skills and abilities necessary for satisfactory performance. Equivalent to graduation from high school; supplemental coursework in a related field is preferred. Previous experience in public safety or clerical work preferred.

Knowledge, Skills and Abilities: Knowledge of pertinent Federal, State and local laws, codes and regulations; laws, regulations, practices and procedures pertaining to property and evidence collection, storage, handling, tracking, release, and disposal; fingerprint processing procedures according to California Department of Justice standards; process and procedures for requesting court orders; rules of evidence and basic criminal law; local government operations and procedures related to law enforcement; basic knowledge of the rules of evidence and laws pertaining to the maintenance, release and destruction of evidence; practice and procedures for the handling and disposal of hazardous materials and firearms. Maintain current knowledge of evidence and property storage and release procedures.

Ability to use correct English grammar, punctuation, and spelling; understand, communicate and follow verbal and written directions; provide a high level of customer service to the public and City staff in person or over the phone; apply and explain regulations, policies, and procedures; maintain accurate records, files and perform specific program activities; establish and maintain cooperative working relationships. Ability to learn and follow all City and departmental rules and regulations.

Working knowledge of general office procedures; computer operations including word processing and spreadsheet programs. Use common office software and applicable specialized law enforcement software.

Ability to work quickly and accurately on multiple tasks. Maintain confidentiality about information accessed in work activities; exercise tact and diplomacy in dealing with sensitive issues and critical situations; properly handle large sums of money, hazardous materials, firearms, biohazards and unusual items.

Travel to and attend out of area trainings from one to five days.

## PHYSICAL PROFILE

Positions in this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

## EMPLOYEE BENEFITS

**Public Employees Retirement System:** The City provides in CalPERS retirement program at the following formulas: 2%@62 for new members and 2.5%@55 for classic members.

**Holidays:** Thirteen specific holidays

**Vacation:** Vacation leave starts at 80 hours annually increasing to 200 hours based on time in service.

**Sick Leave:** Sick leave accrual of 12 days per year.

**Medical, Dental, and Life Insurance:** The City offers medical, dental and life insurance coverage. Employees currently pay a percentage of the medical premium.

## THE RECRUITMENT PROCESS

**Application:** Applicants must submit a City of Lakeport application and other documents required as specified in the job announcement by the closing time specified on the final filing date. Each recruitment process is treated separately and a separate application must be submitted for each position applied for which applicant is applying.

**Examination:** Applicants will be evaluated and applicants who appear to be most qualified will be invited to participate in an examination or a combination of examinations as indicated in the position announcement.

**Exam Accommodations:** 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 707-263-5615 x101, so your request may be reviewed prior to the occurrence of testing.

**Probationary Period:** Generally, employees appointed to regular positions serve a twelve (12) month probationary period.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Lakeport is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status.

**Open: September 8 – October 18, 2021**