

CITY OF HEMET

PUBLIC SAFETY OFFICE SPECIALIST

DEFINITION

Under general supervision, performs a variety of specialized clerical tasks involving the development, maintenance, retention, and retrieval of Police Department records; provides general clerical support to department staff; performs related duties as required.

CLASS CHARACTERISTICS

The Public Safety Office Specialist is a specialized clerical classification utilized in the Police Department. Incumbents of the class perform assigned clerical tasks in accordance with established procedures with minimal instruction or assistance. Experienced incumbents may assist in the training of new employees in the class.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to, the following:

1. Types and otherwise processes a wide variety of police records, reports, and materials, including declarations, arrest records, warrants, citations, crime and traffic reports fingerprint cards, and vehicle storage and impound forms; operates a variety of automated systems to create or revise computer files.
2. Assists department personnel and the public in person and by phone releasing requested reports and related information to the public or to outside agencies in accordance with established regulations; provides general information regarding department policies, procedures, and regulations.
3. Operates automated systems to enter, modify, and retrieve data such as stolen and recovered property, driver's license and vehicle registration information, and warrants.
4. Sorts, files, copies, and distributes crime reports, traffic reports, citations, and other records to appropriate personnel; performs file searches to locate missing records.
5. Accepts bail; receives fees; prepares receipts, standard forms, and records in accordance with established procedures.

EXAMPLES OF DUTIES (Continued)

6. Assembles, codes, records, and summarizes a variety of police record data including data on serious crime offenses, stolen vehicles, crime reports, and related records.
7. May perform a variety of general clerical tasks, including typing correspondence, bulletins, lists, and standard forms; may sort and distribute mail; may prepare simple reports; may post and tabulate numeric data.
8. Performs dispatch or related duties on a relief basis.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of specialized training in the clerical occupational field; and one year of general clerical experience which included a variety of typing and record keeping tasks, as well as public contact work.

Knowledge, Skills, and Abilities

Working knowledge of related office methods and procedures; office equipment operation. Skill in the operation of a variety of office equipment, including typewriter operation at a rate of 40 wpm, or word processing equipment at a comparable rate. Ability to use and edit for correct English grammar, punctuation, and spelling; understand and follow verbal and written directions; learn to operate word processing equipment and maintain related files; receive the public in person or over the phone; communicate effectively both orally and in writing; learn, apply, and explain rules, policies, and procedures; maintain records and perform specific program activities; make accurate arithmetic computations; establish and maintain cooperative working relationships.