

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	School Police Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Police Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	032 OTBS
ISSUED:	August 7, 2007		

BASIC FUNCTION:

Perform a variety of advanced and complex clerical duties in the School Police Department; maintain confidential, technical, and specialized clerical record-keeping databases, and files including criminal record information; provide specialized, sensitive, and complex information or clerical services in a public contact assignment.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Maintain confidential, technical, and specialized clerical record-keeping systems; maintain sensitive information and files, including crime report information for the School Police Department. **E**

Provide specialized, sensitive, and/or complex information; prepare logs, spreadsheets, and other sensitive or confidential reports; track paper flow. **E**

Receive, log, and track subpoenas from the District Attorney's office and court system; distribute to appropriate Officer; respond to the District Attorney's office and other agencies as appropriate. **E**

Respond to requests for information using established guidelines and procedures including locating students, extracting data from crime reports for hearings, and status of subpoenas. **E**

Use excellent judgment and follow District, State, and Federal procedures regarding release of information. **E**

Provide district identification cards to district staff and track usage and supplies. **E**

Explain School Police and District regulations, policies, and procedures as appropriate. **E**

Operate standard office equipment; operate computers to enter data and extract a variety of reports and lists. **E**

Compose and type reports, correspondence, contracts, forms, and other documents. **E**

May serve as receptionist for the School Police Department. **E**

Maintain and order stock and non-stock supplies using E-Pro or related system. **E**

Open, sort, and distribute mail; prepare mailings; file paperwork. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to three years of full-time equivalent, paid, increasingly responsible office-clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 40 words per minute.

Successfully complete a P.O.S.T. Police Records Clerk class to be completed within first year in position.

Prior to appointment, applicants will be required to successfully pass a thorough background check, polygraph exam, credit check, chemical substance, and medical testing, and psychological testing.

Criminal background checks shall be conducted on all personnel who have access to the computerized system, terminals, and/or stored criminal offender record information, pursuant to California Code of Regulations, Title 11, Division 1, Chapter 7, Article 1(a) Subsection 703(d) and Subsection 707(b).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office procedures and methods and the use of standard office machines and equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

ABILITY TO:

Confidentially maintain police records and use excellent judgment in releasing said information.

Learn and follow laws and procedures regarding the release of information and related penal codes.

Read, write, speak, and understand the English language.

Perform arithmetic computations.

Code, enter, log, and track confidential criminal record information efficiently and accurately.

Operate standard office equipment, including computers and related software applications.

Type/keyboard at a net, corrected speed of 40 words per minute.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Rapidly learn and explain pertinent rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job code 6010

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