

## **SENIOR POLICE TECHNICIAN**

Salary Range: 20 (Confidential Salary Schedule)

### **DEFINITION**

Under general supervision, participates in the more complex, confidential, and technical administrative support functions for the Police Department Administration; receives, processes, and performs basic analysis of a variety of confidential police reports and records; performs a variety of specialized administrative and financial duties including budget compilation preparation, monitoring, and reporting; maintains police department budget and financial records and accounts; assists with the planning, development, coordination and implementation of the Departments training plan; performs a wide range of highly complex, responsible and confidential paraprofessional administrative and office support duties in support of the Police Department Administration; reviews the work of others as assigned; proofreads documents; performs specialized clerical duties as required, ensures the security and integrity of confidential police information; performs a variety of technical tasks; performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a journey level non-sworn classification in the Police Department that may function as a lead worker and is expected to work independently with minimal supervision, and receive only occasional instruction or assistance as new or unusual situations arise.

### **SUPERVISION RECEIVED AND EXERCISED**

The incumbent reports to either a supervisor or manager within the Police Department, and may provide lead direction to support personnel.

### **ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES**

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

- Maintains and monitors complex, specialized, technical and confidential police records and filing systems.
- Coordinates and assists with the preparation of the department's annual budget; maintains budgets and expenditure projections to include forecasting; compiles and tracks budget data and prepares a variety of reports.
- Reconciles budget and finance records; prepares and maintains spreadsheets; maintains asset forfeiture data and tracking
- Explains complex Police Department policies, procedures, ordinances and laws in order to respond to more complex or difficult customer inquiries.
- Researches and resolves customer service issues involving the Police Department; applying rules, laws, ordinances, regulations, policies, and procedures, using appropriate judgment to meet customer needs.
- Performs a wide range of highly complex, responsible and confidential paraprofessional administrative and office support duties in support of the Police Department; reviews the work of others as assigned; proofreads documents; performs specialized clerical duties as required.

- Assists with the maintenance of a variety of contracts to ensure compliance with deadlines and conditions
- Prepares, reviews, and edits a variety of documents including charts, graphs, reports, legal forms, and financial documents to ensure documents are accurate, complete, and adhere to legal guidelines.
- Compiles data and prepares reports and summaries for the Department, City Council, outside agencies, other departments, and other agencies as required.
- Creates documents arranging information in readable format or according to specification using computer software, in order to prepare forms, documents, charts, legal forms, pamphlets, brochures, newsletters, and proposals.
- Processes invoices, enters requisitions and purchase orders, and reviews and processes financial and other documents.
- Develops and maintains computer database or spread sheet applications in order to store data and compile statistics.
- Coordinates and assists with scheduling events, presentations and meetings.
- Verifies and makes adjustments to accounts to ensure accurate processing.
- Orders office equipment/supplies as needed; tracks and maintains inventory.
- Opens and distributes mail from U.S. postal or interoffice mail system.
- Assists with the departmental accreditation processes.
- Participates in the planning, development, coordination, and implementation of the Department's training plan; schedules coordinates, and maintains training records, to ensure compliance with legal requirements.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principles and practices of financial recordkeeping
- Generally accepted governmental accounting principles and practices
- Principles and practices of budget development, monitoring, and reporting
- Law enforcement training requirements
- Basic principles of supervision and training
- City organization and functions; City and Departmental policies, procedures, rules, laws, regulations, and guidelines
- Business letter writing and basic report preparation
- Business arithmetic and basic statistical techniques
- Records management principles and practices as it relates to law enforcement
- Modern office practices, methods, and computer equipment
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for providing a high level of customer service and dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone

**Ability to:**

- Coordinate division activities with other City departments and agencies as required
- Analyze complex problems, evaluating alternatives, and making sound recommendations related to assigned activities
- Establish and maintain effective working relationships with those contacted in the course of the work
- Plan, organize, and review work as assigned
- Apply accounting principles to the analysis of budgetary and accounting records; prepare a variety of budgetary reports
- Use computer technology and applications in the performance of daily activities
- Research, interpret, and explain City and Departmental policies, procedures, rules, regulations, and guidelines.
- Prepare and present clear, concise and logical written and oral reports
- Utilize discretion in the handling and disclosure of confidential information
- Organize and set priorities for a variety of projects and tasks in an effective and efficient manner to ensure deadlines are met
- Prepare clear and concise program documentation, user procedures, reports of work performed, and other written materials
- Exercise sound independent judgment within established guidelines
- Establish and maintain effective working relationships with those contacted in the course of the work
- Complete work accurately and thoroughly under tight deadlines
- Maintain accurate and effective filing systems and records
- Maintain confidentiality of all records and information
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

**Minimum Qualifications**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade, and five (5) years of progressively responsible administrative work experience in a financial setting or a law enforcement or criminal justice related setting involving interpretation of laws, rules, and procedures.

An associate of arts degree with major coursework in finance, criminal justice, business, public or office administration, or a related field may be substituted for two (2) years of the required experience, and a bachelor's degree from an accredited college or university in finance, criminal justice, business administration, public administration, or a closely related field may substitute for four (4) years of the required experience.

**GENERAL QUALIFICATIONS****License Requirement**

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**Physical Requirements**

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry computer and other equipment, reports and records that typically weigh less than 10 pounds; may move heavy and/or awkward objects to gain access to computer networks.

**Working Conditions**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

**FLSA: NE**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

*Adopted: December 2016*

*Revised: February 2019*