

TASK LIST  
**PRINCIPAL CLERK POLICE**

ADMINISTRATIVE & PROJECT MANAGEMENT

1. Operates various office equipment, such as a personal computer, video display unit, photocopier, and ten-key in order to prepare correspondences, reports and/or retrieve statistical data for law enforcement personnel.
2. Visually inspects office supply area to record current inventory, as well as inquire other personnel for their supply requests, in order to order supplies based on needs of division and maintain inventory.
3. Writes instruction manuals for staff for new automated databases, or modifies manuals for existing automated databases, such as PACMIS, ICARS, and AFIS, in order to ensure accuracy and efficiency in the entry, retrieval and storage of data.
4. Maintains current systems/database manuals in order to ensure staff is aware of updates and changes in manuals and in compliance with State regulations and Federal National Crime Information Center (NCIC) guidelines.
5. Calculates Cash receipts, and writes down serial/control numbers of City and Department property and equipment, such as employee ID and Badges, vehicles and computer terminals, in order to have an inventory control and be responsible for the care and accountability of items that are easily lost or stolen.
6. Attends staff, advisory and unit meetings in order to exchange information, set policies, and evaluate progress of projects.
7. Writes budget requests based on equipment and personnel, and alter needs, for and at the direction of the Commanding Officer.
8. Draws floor plans of work area to determine how to accommodate new equipment and additional personnel to ensure safe and efficient working conditions.
9. Operates personal computer to review outstanding documents, such as missing crime and arrest reports, by matching crime report DR numbers, Arrest Booking Numbers, and serial numbers, with numbers on a computer print-out or a master log in order to maintain quality control.
10. Reviews the work of employees engaged in indexing, processing, verifying and making available to law enforcement personnel and other authorized agencies and persons information such as traffic accidents, arrest record, warrants for arrest, stolen property, missing persons reports and personnel complaints.
11. Manages subordinate employees' data entry, modification, deletion and retrieval of information from several automated databases, such as LAPD, County, and State Automated Systems, State and National Stolen Vehicle System (SVS), Department of Motor Vehicle, DOJ- Automated Firearms System and National Crime Information Center (NCIC) California Law Enforcement Telecommunications System(CLETS) and National Law Enforcement Telecommunications System (NLETS), in order to provide accurate, expeditious and confidential information and records to law enforcement personnel.

12. Reads and interprets written documents such as special orders, Department correspondence, and newsletters in order to determine whether to write updated procedures or file document for future reference.

### TRAINS & SUPERVISES

13. Orients new employees by explaining job duties and requirements and providing written materials such as safety and performance standards, personnel rules, policies, and procedures, and benefits.
14. Trains employees and supervisors by explaining and demonstrating work procedures and then observing performance to ensure employees are properly trained and to determine additional training needs.
15. Plans, develops, trains and supervises the work of a specialized record unit engaged in specialized police record work, such as Vehicle Information Processing, Warrant and Teletype, Criminal History Information, Record Services and Professional Standards Bureau Administrative Record Section.
16. Plans the work of record unit, assuring priority assignments are handled first; considers assignments in terms of content, difficulty, and timeframe as well as employee workload, capabilities, and developmental needs; assigns and explains assignments in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
17. Conveys information to employees orally or in writing, including information from management, such as proper work procedures, policy changes or department objectives, including but not limited to, interpretations of City policies or MOU's, updated safety information, information about workplace violence and hazing, and training and promotional opportunities; listens to employee suggestions and concerns and follows-up as appropriate.
18. Develops employee performance standards, observes performance, reviews work, and monitors job progress in order to ensure safe and timely completion of work and that its quantity and quality are consistent with standards; makes adjustments as needed to work in progress.
19. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
20. Facilitates employees' work by ensuring necessary resources (e.g., supplies, equipment and manuals) are available, instructing proper performance of efficient and effective procedures for assigned tasks, and answering questions.
21. Provides administrative supervision over skilled personnel when their services are required by scheduling, assigning, and reviewing their work.
22. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations; and discusses evaluations with the employee in order to provide positive and negative feedback and identify developmental needs.

23. Applies the principles of Equal Employment Opportunity through the promotion of a positive work environment through training and discussion and monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation and taking appropriate corrective action when necessary to ensure compliance with City and department policies and procedures.
24. Listens to employee grievances and disputes to identify a fair solution based on facts and takes necessary action.
25. Counsels employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions. If necessary, informs employees of appropriate assistance available to them, such as peer counseling, Department's Behavioral Science Section or Employee Assistance Unit.
26. Schedules and maintains records of employees' time at work; tracks employees' hours; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.