

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION****5-16-02****CHIEF CLERK POLICE, 1249**

**Summary of Duties:** A Chief Clerk Police plans, organizes and directs the work of a large group of employees engaged in a wide variety of clerical work, or a smaller group engaged in difficult and complex clerical work in the Police Department; applies law enforcement-related records management principles, statutes, and regulations to physical and electronic files; applies sound supervisory principles and training techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

**Distinguishing Features:** A Chief Clerk Police is responsible for the work of a large group of clerical employees engaged in a wide variety of difficult and complex clerical work related to records management for the Police Department including automated processing and filing original crime and miscellaneous police records, and distributing such data to law enforcement officers and other authorized persons. An employee in this class is responsible for ensuring that subordinate staff adheres to criminal justice computer security, statutes and regulations that govern the retention, release security, and destruction of confidential records, and that subordinate supervisory staff apply sound supervisory principles and training techniques in maintaining an effective work force. An employee in this class must establish standards of production, develop work flow processes to assure maximum effectiveness and equitable workloads, organize the staff to meet peak workloads, and revise office procedures in accordance with changes in regulations and policies. An employee in this class reviews legislative actions related to records management of police documents and recommends enhancements, changes, and modifications to assure compliance. Training and supervision of subordinate employees and details of work methods are delegated to Principal Clerk Police or to a Principal Fingerprint Identification Expert. Decisions made by a Chief Clerk Police are subject to general review by the Division Commanding Officer.

**Examples of Duties:**

- Plan, organize, and direct the work of a large clerical staff engaged in records management, including the maintenance and processing of law enforcement documents such as crime, arrest, and investigative follow-up reports, personnel complaints, and personnel related documents;
- Supervise staff involved in the data entry, modification, audit, and verification of information contained in various law enforcement automated systems;
- Review legislation related to police records management, determine if legislative action is applicable to current processes;

- Make recommendations and implement necessary enhancements, changes, and modifications based on legislative action;
- Testify in court proceedings as subject matter expert as related to records management procedures;
- Exercise direct line control over the day watch and functional control over the night and morning watches in respective Sections;
- Determine work priority and resolve operational difficulties;
- Discuss procedures, deployment of personnel, and personnel problems with subordinate supervisors;
- Plan, review, and chart the flow of work;
- Initiate work standards and develop work measurement systems and devices;
- Recommend improved clerical systems applicable to police procedures;
- Submit budget request for Section;
- Participate in staff conferences;
- Maintain department-wide liaison to eliminate errors in routine reports;
- Interview new employees and make unit and watch assignments;
- Prepare day-off and vacation schedules;
- Review probationary evaluations and recommend retention or termination for probationary employee;
- Apply supervisory principles and techniques in building and maintaining an effective work force; and
- Fulfill equal employment opportunity responsibilities.

**Qualifications:** The incumbent must have the following knowledges and abilities:

**A good knowledge of:**

- The City's and Police Department's organizational structure and functions;
- Police Department's systems, policies and procedures especially relating to personal complaint procedures, use of security of automated computer systems, confidentiality laws and issues;
- Current law enforcement technology and its development;
- City and departmental personnel rules, policies, practices and procedures, and Memoranda of Understanding relating to subordinate employees;
- The principles and practices of supervision and training;
- Relevant provisions of the City Charter, Civil Service Commission Rules, Administrative Code, Memoranda of Understanding, and the Personnel Procedures Manual; and
- Personnel management and timekeeping.

**The abilities to:**

- Learn and interpret specific laws, ordinances, and policies;
- Plan, organize, coordinate, and supervise a clerical section and develop and recommend improvements in working procedures;
- Compose letters, maintain records, and prepare reports;
- Supervise subordinates by directing, scheduling, delegating work, training, counseling, commending, evaluating employee performance, and/or disciplining;
- Delegate authority and responsibility and to set up adequate administrative controls;

- Solve organizational and procedural problems with respect of the solution outcome on other sections and the Police Department;
- Identify and analyze problems, develop a plan and implement solutions;
- Communicate effectively both orally and in writing; and
- Deal tactfully and effectively with public officials, City employees, and the public.

**Minimum Requirements:**

Two years of full-time paid experience as a Principal Clerk or in a class which is at least at that level and which provides experience in supervision of clerical personnel is required.

All Chief Clerk Police positions are in the Police Department.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.