

POLICE DATA TRANSCRIPTIONIST

Class Definition

Under supervision, transcribes and types a variety of police records and reports.

Distinguishing Characteristics

Police Data Transcriptionist is a specialized clerical class in the Police Department. Incumbents work from a computerized dictation system and tape diskettes to transcribe and type a variety of police records and reports. Incumbents interact with sworn and non-sworn personnel in coordinating tasks, clarifying assignments and determining the priority of work to be completed. Employees in this class may be required to work any shift and may be required to work holidays and weekends.

Typical Tasks

This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Works from a computerized dictation system and tape diskettes to transcribe and type a variety of police records and reports, such as, crime reports, incident reports, vehicle reports, missing person reports and related reports.

Proofreads own work to ensure proper English grammar, spelling, punctuation, and sentence structure.

Maintains activity logs and work records.

Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of transcription methods and procedures.

Knowledge of English grammar, spelling, punctuation and sentence structure.

Knowledge of word processing program applications.

Knowledge of modern office practices and procedures.

Ability to transcribe reports and type at a net rate of 180 wpm with a 97.5% accuracy rate.

Ability to operate a computer terminal and word processing software programs.

Ability to establish and maintain effective working relationships.

Ability to take dictation for extended periods of time.

Minimum Qualifications

Successful completion of academic course work required for court reporting, or equivalent; and certification of the ability to transcribe at a net rate of 180 WPM with a 97.5 percent accuracy rate.

Special Requirements

Possession of a valid California Driver's License may be required.

Must successfully complete a polygraph test and background investigation prior to appointment.

APPROVED: _____

Director

DATE: _____