



# VISALIA POLICE DEPARTMENT

## RECORDS UNIT

### EMPLOYMENT OPPORTUNITY

**POSITION: Part-time Hourly Clerical**  
\$13.00 per hour (part-time, hourly, no benefits)  
Closing date: Continuous

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**KEY RESPONSIBILITIES:** This position requires the ability to accurately transcribe police narratives for criminal court proceedings using proper grammar, and punctuation. A minimum typing speed of 50 correct WPM, data entry, communication, and clerical skills utilized in a professional office environment are also required. The position works up to 5 days a week, approximately 25 hours per week.

***This position is responsible for:***

- Accurately transcribing official documents which will be utilized in criminal court proceedings.
- Maintaining, processing and releasing police records in accordance with Department of Justice regulations, California Public Records Act, and government codes.
- Ability to abide by state and government regulations when accessing and disseminating confidential information from databases including California Law Enforcement Telecommunications System, Criminal Offender Record Information and Department of Motor Vehicles.
- Understanding and adhering to Department policies, procedures, and local, state and federal rules and regulations pertaining to criminal law and to the confidentiality of criminal information.
- Performs related duties as required.

**EXPERIENCE and EDUCATION:** Possession of high school diploma or GED, previous typing and/or transcription experience in an office setting.

**QUALIFICATIONS and REQUIREMENTS:**

***Knowledge of:***

- English usage, grammar, spelling and punctuation.
- Modern office methods and procedures including Microsoft Word and Excel applications.

***Ability to:***

- **Type at a rate of speed sufficient to meet the requirements of the position (50 correct WPM – An official typing certificate must be included with the application. We will not accept typing certificates from on-line websites).**
- Learn and utilize Police Department terminology and equipment
- Communicate effectively in written and oral form.
- Maintain a high degree of confidentiality.
- Work independently with minimal supervision.
- Applicants must pass a law enforcement background check.

**WORK HOURS:** This position works up to 5 days per week with fluctuating hours including weekends and holidays. Applicants must be available to work all shifts.

**HOW TO APPLY:** Applications may be picked up at the following locations:

Police Headquarters  
303 S Johnson

District I Substation  
204 NW Third

District II Substation  
4100 S County Center