



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE: SENIOR RECORDS CLERK**

**DEFINITION:** Under direction, supervises and coordinates the activities and personnel of one shift of the Police Records Division.

**EXAMPLES OF DUTIES:**

- Assigns, supervises, assists, and participates in the clerical and technical work involved in classifying, filing and searching fingerprint records, criminal case records, photographs, and other data pertinent to the apprehension and arrest of law violators;
- Instructs, assigns and reviews the work of taking, classifying and filing of fingerprints;
- Supervises the routing and filing of criminal case records;
- Performs the above described record and identification duties when not actively supervising personnel;
- Assumes charge of the division during the absence of Records Supervisor;
- Compiles reports;
- Performs other related duties as required.

**HISTORY:**

Revised 08/30/78

Approval/Adoption Dates: 08/30/78