

Foster City is a Great Place to Live, Work and Play!

POLICE RECORDS SPECIALIST



HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2024-2025 budget of \$142.8 million. Projected staffing includes 179 FTEs.

MISSION

The mission of the City of Foster City is to deliver services, invest in quality infrastructure and implement policies that prioritize public safety, smart planning, a vibrant economy, fiscal stability, community connections, and a sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.



POLICE DEPARTMENT

The [Police Department](#) consists of two main divisions: Field Operations and Administrative Services. The two divisions work together to maintain a high quality of life for those who live, work, or visit Foster City. The department has 39 Police Officers, four Senior Community Service Officers, seven Dispatchers, four records staff, and one Management Analyst, totaling 55 staff members.

THE POSITION

This is a full-time, non-exempt entry level clerical support position with considerable public contact. The Records Specialist will provide police department information, reception and support by greeting office visitors, answering questions and responding to inquiries and requests regarding department cases, records, services and contacts. They will be preparing and compiling reports and statistics, processing warrants, citations and case records, providing telephone coverage, as well as clerical support and public information.



IDEAL CANDIDATE

The City of Foster City is looking for a highly organized and detail oriented Police Records Specialist to join the Police Department. This position requires good judgement and ability to apply confidentiality and discretion in the course of routine work.

The position requires knowledge of law enforcement services and the ability to learn, interpret, and apply applicable ordinances, polices and laws to provide the public and staff with information and assistance.

The ideal candidate for this role will possess excellent communication skills, both verbal and written, which are necessary for interacting with staff and the public. Interpersonal and communications skills are necessary as the scope of contacts is significant.

Monthly Compensation

\$6,040.93 to \$7342.78

EDUCATION & TRAINING

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

Education: A high school diploma or equivalent with courses in office administration or specialized job training. College coursework or advanced clerical or computer training is desirable.

Experience: Two (2) years of full-time clerical experience using computers, telephones and other modern office equipment; preparing, compiling and distributing records, files reports or statistical information.

License and Certificates: Possession of a valid California Driver's License.

For knowledge, skills, and abilities, review the [Police Records Specialist](#) job description.

BENEFITS

The City of Foster City provides a superior benefits program which includes:

Retirement Plan: Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.

Leaves: 12 paid holidays; sick leave (8.66 hrs/month); vacation leave based on years of service; discretionary leave.

Deferred Compensation: Voluntary 457(b)/VEBA (tax deferred health benefit program).

Health Benefits: Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.

Work Schedule: Optional 9/80 work schedule.

Other: Long-term disability insurance; and life insurance.



SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

TO APPLY

A City/District application is required for consideration. Please keep in mind the closing date. Applications may be submitted online at www.calopps.org

