RECORDS CLERK

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB OBJECTIVES

To act as custodian of records and perform a variety of clerical duties in support of public safety activities; to provide information to citizens and the general public; to receive and direct telephone calls and visitors.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level law enforcement staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

- Respond to requests and inquiries from the public; duplicate appropriate records for citizens and law enforcement personnel within established guidelines. As required, refer requests for information to higher level staff.
- Enter, update and retrieve automated records of activity into the computer; maintain a variety of logs relating to public safety activities; compile statistics.
- Maintain police case files and purge old records according to state laws and City policies; receive and process subpoenas for police records and tapes.
- Maintain departmental computer files on permit applicants, parking, business permits and traffic citations.
- Monitor station security cameras, building alarms, and lobby doors.
- Collect money and process all paperwork for vehicle impound releases.
- Write police reports such as missing person, minor thefts and found property.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Methods and techniques of compiling and formatting data and information specific to law enforcement.
- Principles and practices of record keeping and data entry.
- English usage, spelling, grammar and punctuation.

Ability to:

- Apply applicable laws and regulations pertaining to police records maintenance and dissemination.
- Enter data or type at a speed necessary for successful job performance.
- Accurately enter police reports and other information into the computer.
- Conduct research and computer inquiries utilizing appropriate databases.
• Prepare a variety of reports.
• Effectively respond to requests and inquiries from the general public.
• Operate office equipment including computers.
• Maintain confidentiality of work performed.
• Communicate clearly and concisely, both orally and in writing.
• Understand and carry out oral and written instructions.
• Establish and maintain effective relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Completion of the twelfth grade or equivalent.

**Experience:**

Two years of clerical experience in a law enforcement setting is desirable.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Police department office; exposure to computer screens.

**Mobility:** Incumbents require sufficient mobility to perform moderate or light lifting; to walk, stand or sit for prolonged periods of time.

**Vision:** Vision sufficient to read small print, computer screens and other printed documents.