# JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Records Clerk</th>
<th>Civil Service:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Police Department</td>
<td>Bargaining Unit:</td>
<td>Police</td>
</tr>
<tr>
<td>Reports to Position</td>
<td>Administrative Manager</td>
<td>Pay Grade:</td>
<td>Police Contract</td>
</tr>
<tr>
<td>Location</td>
<td>Police Department</td>
<td>Overtime Status:</td>
<td>Hourly</td>
</tr>
<tr>
<td>Effect. Date</td>
<td>4/3/2003</td>
<td>FLSA Status:</td>
<td>Non Exempt</td>
</tr>
</tbody>
</table>

# JOB SUMMARY

*Provide a brief description as to the primary purpose of this job (no more than three to five sentences):*

This is a information handling position within the Police Department. Work involves the responsibility to maintain the police department's records system, including automated and manual equipment. Work is performed in accordance with federal and state laws, federal and state department regulations, and policies. Some latitude is allowed to exercise individual initiative in solving unique records maintenance problems.

# ESSENTIAL JOB DUTIES/WORK PERFORMED

*List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:*

- Maintains the records system of the police department.
- Provides appropriate information to members of the police department and others as requested.
- Directs and trains employees in filing and recovering information as required.
- Trains employees in the operation of the department’s computer.
- Prepares required reports from information stored in the records system.
- Trains and directs employees assigned to records.
- Functions as a receptionist relaying calls, individuals, and information to appropriate members of the department.
- Updates records systems manuals.
- Coordinates day-to-day operations of records room.
- Performs related work as required.

# REQUIRED KNOWLEDGE AND SKILLS

*List key dimensions (measurements for success) for this position:*

- Knowledge of laws, regulations, and policies pertaining to the maintenance and release of information.
- Skill in the use of the computer, telephones, and related equipment utilized by the department.
- Knowledge of the records system maintained by the department.
- Knowledge of the court system.
- Knowledge of Uniform Crime Report reporting requirements.
- Knowledge of the department’s reports.
- Knowledge of modern principles of police records management.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.
- Ability to accurately relay information verbally and in writing.
- Ability to rapidly and accurately type using a typewriter or computer terminal keyboard.
- Ability to understand and execute oral and written directions.
- Ability to enter and retrieve information by use of automated or manual records system.
- Ability to train new employees.
- Ability to keep the division commander advised of unit activity, problems, and exemplary performance.
- Ability to prepare effective correspondence on routine matters.
- Ability to perform routine office management details.
- Ability to make decisions in accordance with laws, regulations, and policies.
### ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to read, speak, write and understand English to communicate effectively with fellow employees, contractors and the general public by telephone, two-way radio, written form or face-to-face.
- Ability to operate telephone, computer keyboard, calculator, switchboard, typewriter, photocopier and similar electronic and manual office machines.
- Ability to sit for long periods of time for typing and computer work.
- Ability to bend, reach, climb, stoop and lift 40 pounds for filing and records retrieval.
- Ability to operate keyboard at 60 words per minute.
- Ability to transcribe written or oral dictation.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

### QUALIFICATIONS

List the minimum requirements to be considered for this position:

- High school diploma.
- Additional course work or experience in the use of computer desirable.

### WORKING CONDITIONS

List working conditions for this position:

- Works in an office environment
- Works a standard work week
- May be required to work some overtime upon demand of workload

### REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Pre-Employment Physical