

Title: *Police Records Clerk*
Reports To: *Police Chief or Designee*
Salary Range: *20A*

Job Objectives:

This General Clerical position serves in support of the police patrol function of the Police Department. This position is under the supervision and direction of the Chief of Police or designee. This position requires the performance of complex clerical work requiring at times, independent judgment, coordination and preparation of reports and records involving varied, and at times, confidential information. The job further requires a good deal of public contact and may be required to work rotating shifts.

Job Location and Equipment Utilized:

Work is typically performed indoors in an office environment. Individuals are required to use two way radios for communications with officers and volunteers in the field. In addition, the position requires a Level II ACCESS certification for teletype retrieval and entry of information into and from WACIC and NCIC. The clerks must also be proficient in the use of computers, duplicating and fax machines, and word processing equipment.

Essential Job Functions:

- Prepares correspondence.
- Performs data entry into Records Management System.
- Performs two-way radio communications with field units.
- Responsible for issuing, recording, updating, and collecting fees for various licenses and permits issued by the Department.
- Maintains receipt books for fees collected.
- Serves as a liaison between the courts and the Police Department, recording and distributing various citations.
- Prepares cases for court.
- Releases cases to attorneys and individuals in accordance with applicable laws regarding disclosure of public records.
- Processes and maintains logs and files of civil papers, protection and anti-harassment orders.
- Requires a Level II ACCESS certification for teletype retrieval and entry of information into and from WACIC and NCIC within six months of hire.
- Insures that office supply inventory is maintained and that office equipment is serviced and in good repair.
- Requires the use of duplicating machines, fax, computer, and word processing equipment and a knowledge of VHF radio usage.

- May also be called upon to perform matron duties such as accompanying officers with opposite sex prisoners and conducting searches of these arrestees.

Other Requirements:

Knowledge of modern office practices and procedures. Ability to interact with the public in a professional manner often under stressful situations. Ability to keyboard and perform simple math. Must be able to file alphabetically and numerically. Must be able to work with minimal supervision.

Qualifications:

- High school graduate or equivalent.
- Pass a background investigation including criminal history records check.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.