



Police Records Clerk

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: Chief of Police or Assistant Chief of Police

SUPERVISE: None

SUMMARY DESCRIPTION

Transcribes police reports and interview recordings; reviews and enters officer reports into the computer system; maintains police record files; prepares reports and correspondence. Receives the public by phone and in person to provide information and copies of documents as required.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive.*

Transcribes and prepares officer reports and records of interviews from audio recordings.

Prepares correspondence, letters, memos, and other departmental documents in final format.
Enters report information into computer system.

establishes and maintains an accurate file system for official documents, records, reports, forms, and correspondence which may be of a confidential nature.

Handles all information in a professional manner and maintains the confidentiality of all records.

Operates standard office equipment in the performance of job duties, i.e. fax machines, copier, personal computer, calculator, dictation machine, etc.

Uses various computer software to create text reports, spreadsheets, graphs, photos, etc.
Takes requests from the public in person and by telephone for information and copies of documents as required.

Establishes and maintains effective working relationships with the general public, governmental officials, supervisors and co-workers.

Performs related duties as required

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Transcribing and preparing officer reports and records of interviews from audio recordings.
- Routine office procedures and standard clerical techniques.

Ability to:

Accurately hear and transcribe recorded material.

- Perform input and retrieval functions utilizing a variety of computer programs and software pertaining to the duties performed.
- Type accurately using a typewriter and personal computer.
- Perform job duties with thoroughness, accuracy and attention to detail.
- Prepare and maintain departmental records and documents.
- Maintain the confidentiality of appropriate communications, documents and transactions.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Perform job duties efficiently while managing frequent interruptions.
- Operate standard office equipment, i.e. fax machine, copier, personal computer, calculator, etc.
- Understand and follow both oral and written instructions.
- Communicate effectively in English, both verbally and in writing.
- Establish and maintain effective working relationships with the public, other employees, other governmental agencies and municipal officials.
- Deal with the general public in a courteous and tactful manner.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions 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 the essential job functions.

Environment: Work is generally performed indoors in an office setting and requires some physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stooping and climbing. An incumbent must have the ability to transport themselves to and from various locations throughout City Hall.

Physical: The physical demands and work environment characteristics described here 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 the essential functions. An incumbent must have the ability to frequently lift, push, pull or carry equipment, supplies and other materials weighing up to 10 lbs., and to occasionally lift, push, pull or carry equipment.

EDUCATION AND EXPERIENCE

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

Education/Training:

Graduation from high school or equivalent GED, or any equivalent combination of education, training and experience.

Must have experience in computer software, word processing and spreadsheet applications.

Must have experience in a position requiring completion of multiple tasks at one time.