

March 15, 2019

**VACANCY ANNOUNCEMENT  
PROMOTION/TRANSFER**

- VACANCY:** **Police Records Clerk**  
**Full time – 40-hour work week**
- SALARY:** 31D - \$17.98 to \$25.95 per hour (hired before 7/1/2003)  
\$17.98 to \$24.42 per hour (hired after 7/1/2003)
- NATURE OF WORK:** PLEASE READ THE ATTACHED JOB DESCRIPTION
- QUALIFICATIONS:** High school diploma or the equivalent, including or supplemented by courses in business practices and typing, plus two years of varied office clerical work experience requiring data entry, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.
- HOW TO APPLY:** Applications for Promotion/Transfer are available in the Personnel Department. Office hours are Monday through Friday, 8:00 A.M. to 5:00 P.M.
- LAST DATE TO APPLY:** Tuesday, March 25, 2019.

## **Police Records Clerk**

### **General Description**

This is responsible clerical work involving the maintenance of municipal Police Department records.

Work involves responsibility for accurately maintaining a variety of records and for preparing summaries of those records which assists the department in planning its functions. Duties include posting information to police records, identifying specific information from individual's records information of a various state and federal reports, and providing records information of a non-confidential nature to interested parties. This position has the responsibility for making moderately complex records management decisions. The work requires that the employee have good knowledge, skill and ability in standard clerical functions and office management procedures.

### **Supervision Received**

Works under general supervision of the Records Division Commander.

### **Examples of Duties**

Checks police officer reports for completeness and notifies officer regarding missing or incomplete information.

Compares name(s) on police report against existing file and either enters information regarding the reported incident or prepares a new file indicating name, incident, date, complaint number, address and date of birth.

Categorizes information of individual reports on the Uniform Crime Report and determines the classification of the particular incident such as robbery, assault, larceny, forcible rape, etc.

Categorizes motor vehicle accident reports for the National Safety Council to show type and number of accidents, injuries, road conditions, age and sex of driver(s), etc.

Attends counter and responds to requests for information from the general public. Responds to requests applying knowledge of regulations regarding confidentiality.

Maintains records of arrests by age, sex and race and files arrest sheets by court dates.

Enters records information into computer and generates various reports.

Conducts individual records checks for properly authorized individuals, agencies and organizations.

Performs related work as required.

## **Police Records Clerk (continued)**

### **Knowledge, Skills and Abilities**

Good knowledge of modern office procedures, practices and equipment, including a CRT unit.

Good knowledge of departmental programs, policies and operations, as applied to work performed.

Good skill in typing at the net rate of 45 wpm.

Considerable ability to communicate effectively orally and in writing.

Considerable ability to understand and follow written and oral instructions.

Good ability to make work decisions in accordance with rules, regulations and departmental policies and procedures.

Good ability to maintain clerical records of some complexity and to prepare reports from such records.

Good ability to compose simple correspondence and reports.

Considerable ability to establish and maintain effective working relationships with superiors, associates and the general public.

### **Qualifications**

A high school diploma or the equivalent, including or supplemented by courses in business practices and typing, plus two years of varied office clerical work experience requiring data entry, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

### **Special Requirements**

None.