

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing records and reports of the department. The duties of Police Records Clerks include entering data into the department computer system, typing and filing, and acting as receptionist for the department. Police Records Clerks perform routine duties independently, reporting to and having work reviewed by the Secretary to the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives, reviews, and processes departmental records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Enters routine information in departmental records. Compiles and organizes data and writes reports needed for the operation of the assigned division. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction.

Assists in periodical inspections of systems and facilities for maintaining records and reports. Operates a computer terminal in order to enter, copy, or remove information. Locates and retrieves information or documents from hard copy files and the computer database. Operates a facsimile machine, copying machine, calculator, or mathematical computer software when required.

Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Takes and transcribes dictation using longhand. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Composes business letters using correct grammar and punctuation.

Participates in setting up a filing system and revising such system when necessary. Files correspondence, forms, records, or reports alphabetically, numerically, chronologically, or by subject matter. Assigns cross-indexing numbers to files if subject matter should be classified and filed under more than one heading.

Acts as receptionist to department visitors, including answering telephone and placing calls, and handling routine questions and requests. Maintains a roster of department personnel including

names, addresses, telephone numbers, and other pertinent information. Assists in maintaining a library or archives of materials for future use or reference by department personnel.

Keeps records on the location of materials removed from files and traces missing files.

Provides informal or "on-the-job" training for new employees. Participates in accounting for the money and assets of an assigned division. Assists in making calculations necessary to compute payroll. Prepares purchase requisitions according to department procedures. Orders supplies and equipment as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must not be less than eighteen (18) years of age.