

POLICE 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. Police Clerks complete assigned records and enter such information into the department computer, perform typing and filing duties, and act as receptionists for the department. Employees of this class perform routine duties independently, reporting to and receiving instruction from the Secretary to the Police Chief, who is the immediate supervisor of this class.

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.

Opens and reads incoming mail for the department, and distributes to the proper person or division. Receives, processes and files electronic or hard copies of departmental records, reports, interdepartmental correspondence, and other materials. Stamps incoming documents to record the date and time received. Checks records and reports for completeness, accuracy, and conformity to established procedures. Proofreads typed material, records and reports and corrects errors or returns them for correction. Replies to any routine correspondence or requests following departmental procedures. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Prepares reports for or handles requests from the offices of the district attorney, the city prosecutor or the probation and parole department. Processes, maintains or works with documents including citations, court dockets, warrants, subpoenas, Uniform Crime Reports and crime lab letters.

Files correspondence, forms, records, or reports alphabetically, numerically, chronologically or by subject matter and recommends revisions to the system as needed. Locates and retrieves information or documents from hard copy files and the computer. Keeps records on the location of materials removed from files and traces missing files. Archives printed materials for future use or reference by department personnel. Collects fines and bond money and issues receipts. Processes payments, deposits and expense reports. Orders and maintains inventory of supplies and equipment for the office, distributing such as needed.

Operates a computer terminal in order to enter or remove information from files. Utilizes a copier, fax machine and scanning equipment in order to perform necessary tasks. Provides informal,

on-the-job training for new clerical employees.

Acts as receptionist for the department, answering telephone calls and handling routine questions and requests. Screens walk-in visitors to determine their needs and directs them to the appropriate party. Schedules and tracks appointments, meetings, court transports, subpoena services and other important dates, notifying proper personnel.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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 shall 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, high school equivalency 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 equivalency certificate.

Must not be less than twenty-one (21) years of age.