

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. Police Records 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 Assistant 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.

Receives and processes departmental records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records, reports or typed materials, or returns them for correction. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Composes business letters and replies to any routine correspondence or requests following departmental procedures or from oral or written directions. Reads graphs, charts, manuals or related department document. Compiles and organizes data used in writing reports. Enters routine information in department records, such as accounting or personnel records. Fills out all forms or records as required. Takes minutes or notes at meetings.

Acts as receptionist to department visitors, including answering and placing telephone calls, handling routine questions and requests. Open, sorts and distributes mail. Assist in scheduling appointments, meetings, and other events and notifies proper personnel. Maintains records of schedules, appointments, meetings, and other scheduled events. Attends meetings, conferences and seminars as required.

Assist in setting up a filing system and recommends revisions to the system as needed. Stamps material to be filed, recording when the material was received. Reads incoming materials and sorts appropriately. Files correspondence, forms, records, or reports according to departmental policy. Traces missing files. Extracts information or summarizes contents of files for use by department personnel. Assists in maintaining a library or archives of

materials for future use or reference by department personnel. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains roster of department personnel, including pertinent information.

Operates a computer terminal in order to enter or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Operates a copying machine, facsimile machine and scanning equipment. Uses a calculator or computer software application to assist in making mathematical computations. Assists the communication division by operating communications equipment as needed.

Assists in monetary matters of the department by accounting for the money and assets of the department, collecting fines and bond money and issuing receipts. Prepares purchase requisitions for the Police Chief's approval. Maintains inventory lists of supplies and assigned equipment used by department personnel. Places orders for supplies and equipment and distributes as directed.

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 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 appointment, 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, 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.