

## **POLICE RECORDS CLERK**

(Competitive Class)

### **DISTINGUISHING FEATURES OF CLASS**

This class encompasses positions, the major duties of which include filing records and reports for assigned divisions of the police department, checking and typing records and reports, completing records as directed, and operating office equipment as needed to keep records up-to-date. This class police support class is non-supervisory in nature. Records clerks report to and have work reviewed by a line police officer at the rank of Police Captain.

### **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 department records and reports and checks them for completeness, accuracy, and conformity to established procedures; correct errors in records and reports or returns them for correction; fills out all forms or records required or assigned.

Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, or chronologically; retrieves information or documents from the files.

Operates a computer terminal in order to enter or retrieve information from files; operates a copying machine or duplicating machine to make copies of department documents when required.

Types letters, forms, memos, statements, formal reports, or any other documents assigned; takes and transcribes dictation from longhand notes; proofreads typed material and corrects errors.

Sorts and distributes mail; processes outgoing mail and interdepartmental correspondence.

Places telephone calls for assigned department officers; answers any telephone calls coming on assigned lines and handles routine matters or transfers caller following departmental procedures; handles routine requests by visitors to the office.

Replies to routine correspondence or requests following departmental procedures or from oral or written directions from a superior.

Makes calculations necessary to compute payroll.

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 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 possess a valid driver's license.

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