

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical positions, the primary duties are receiving and processing department records and reports of activity. The incumbents of this class perform routine typing and filing duties, answering telephones, and entering records into the department computer, in addition to entering information in department files and retrieving such information as required. The employees of this class perform routine duties independently, and report to and have work reviewed by 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 department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Processes or files records according to department procedures. Fills out all forms or records required or assigned to this position. Reads graphs, charts, manuals, records, reports, or related department documents and compiles data needed for reports. Compiles and organizes data needed for reports.

Opens, sorts, and distributes incoming mail for the department or for the Chief's office as directed. Processes outgoing mail and interdepartmental correspondence. Places telephone calls for the Chief as directed. Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures.

Files correspondence, cards, forms, records, or reports. Retrieves information or documents from the files. Operates a computer terminal, teletype, or copying machine, in order to enter or retrieve information.

Transcribes reports and/or correspondence.

Assists in the accounting of money and assets of the department.

Disburses supplies and equipment as needed.

Performs any related tasks assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including passing a Civil Service Examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must present a certificate verifying the ability to type 40 words per minute.

Must be at least 18 years of age.