

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are processing and filing department records and reports. Police Records Clerks complete assigned records and reports, and enter such information into the department computer. Employees of this class prepare correspondence, receive, process, and file records and reports of the department, perform clerical duties and maintain the inventory of supplies and equipment. Police Records Clerks perform routine tasks without supervision and special tasks under general supervision, having work assigned and 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, checks them for accuracy and completeness, and processes them according to department procedures. Fills out all forms and records required or assigned. Compiles and organizes data needed for reports. Proofreads and corrects errors in records and reports or returns them for correction as directed. Assists in setting up filing systems, revising such system when necessary. Files correspondence, cards, forms, records, or reports in hard copy files or computer database where they are organized alphabetically, numerically, chronologically or by subject matter. Assists in organizing files by code. Assigns cross-indexing numbers to files. Keeps records on the location of materials removed from files and to whom materials were released. Maintains a library or archives of materials for future use or reference by department personnel. Disposes of obsolete files and records in accordance with established procedures. Traces missing files.

Assists with opening, sorting, and distributing incoming mail for the department as directed. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Assists with processing outgoing mail and interdepartmental

correspondence. Writes letters and reports in response to written or oral requests as required. Types forms, memos, statements, formal reports, or any other documents assigned. Composes business letters as required. Proofreads typed material and corrects errors.

Operates a computer in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, and a calculator or mathematical computer software application to assist in making mathematical computations.

May act as receptionist for any visitors to the department if needed. Answers any telephone calls on assigned lines and handles routine matters, or transfers callers following department procedures. Places telephone calls for the Police Chief as directed. May assist the Secretary to the Police Chief in scheduling and maintaining records of appointments, meetings, and other events and notifies the Police Chief.

Maintains the inventory of supplies and equipment. Orders supplies and equipment as needed. Prepares purchase requisitions and issues payments from petty cash according to department procedures. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Locates repair services and arranges for repairs and maintenance of assigned office equipment. Inspects equipment after repairs to insure that repairs were properly accomplished.

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 and pass civil service exam with score of 75% or greater.

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.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and furnish with application, or furnish a copy of a college/university transcript from a state accredited college or university.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Must not be less than 21 years of age.