

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises clerical positions in the police department, the main duties of which are receiving and maintaining departmental records. Employees of this class type and file records and reports, screen callers to the department, operate office machines, and prepare simple reports from information collected from the files. The departmental records clerk operates independently under general instructions from the sergeant on duty who is the immediate supervisor for 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 department records and reports and checks them for completeness, accuracy, and conformity to established procedures; finds errors in records and reports and either corrects them or returns them for correction;

Files records and reports (alphabetically, numerically, chronologically, geographically).

Types memoranda, records, reports, forms, letters; proofreads all typed material; mails or distributes typed material;

Answers the telephone, gives out routine information, screens callers according to instructions from superiors, or routes the calls to the correct person or division;

Operates office machines such as typewriters, copying machines, telephone switchboard, adding machines, computers;

Makes entries of routine information in department information files; pulls information from files when needed or requested;

Gathers data from files for use in preparing reports or prepares reports from information collected from files;

Opens, sorts, and distributes mail;

Revises department filing system when required; develops new procedures for office functions when necessary;

Writes letters in answer to requests received; keeps records of petty cash dispersed;

May also make and cancel appointments for superiors and post office expenditures in ledgers;

In certain assignments, may supervise unclassified file clerks on occasion.

Performs related work as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and passing a civil service examination for the position.

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 pass a standard typing test demonstrating the skill and ability to type a minimum of forty (40) words per minute accurately.

Before employment, must pass a medical examination approved by the civil service board to certify good health and physical abilities sufficient for the performance of the duties of the position, must pass a Psychological Stress Evaluator examination, and must submit to a background investigation.

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