

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is receiving and processing department records and reports of activity. The incumbent of this class performs routine filing duties and enters information into department files and retrieves such information as required. The employee of this class performs routine duties independently, and reports to and has work reviewed by a 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; corrects errors in records and reports, or returns them for correction. Process or files records according to department procedures. Enters routine information into department records. 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.

Acts as receptionist for visitors, directs them to individuals or offices that can help them. Answers questions and handles any routine requests by visitors to the office. Processes outgoing mail.

Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by supervisors. Proofreads typed material and corrects errors. Files correspondence, cards, forms, records, or reports. Retrieves information or documents from the files. Operates a copying machine, calculator, or adding machine to enter or retrieve information.

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 test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination required 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 present a certificate verifying the ability to type 55 words per minute.

The applicant must be not less than eighteen (18) years of age.

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	06-04-98
	10-28-99
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