

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the main duties of which include producing, filing, and maintaining departmental records and reports. The Police Records Clerk types or completes and files reports, forms, letters, and other department records and retrieves these from files as needed. Some accounting duties such as balancing account books is included in duties. This is a responsible clerical position, apart from the police line classes. The employee of this class works independently in assigned areas with general supervision from the Secretary to 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 and files records and reports; types letters, forms, memoranda, records and reports; proofreads typed material; mails or distributes typed material; revises department filing system when required and develops new procedures for office functions when necessary;

Pulls information from files when needed or requested; gathers data from files for use in preparing reports; prepares reports from information collected from files; writes letters in answer to requests received or as needed;

Prepares purchase requisitions and makes purchases as directed; posts office expenditures in ledgers; balances account books; collects all information necessary for accounting personnel; disperses petty cash according to office procedure; keeps records of cash dispersed;

Opens and responds to mail related to records; answers the telephone and gives out routine 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 examination.

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

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

Must provide written proof of typing a net of forty (40) words per minute.

QUALIFICATION REQUIREMENTS TO HOLD THIS POSITION

Must pass a civil service examination for this position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized doctor 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 reasonable accommodation.

ZA	06-18-84
Rev	10-03-94
	06-24-97
	09-03-99
	06-25-02
	09-30-02
	07-08-

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