

TITLE: Records Clerk (Part-Time)
DEPARTMENT: Police Department
STATUS: Non-exempt
REPORTS TO: Police Administrative Supervisor
APPROVED BY: Police Chief
REVISION DATE: September 2023



PURPOSE OF POSITION:

The purpose of this position is to provide technical support to the department by processing police report information in the computer system and distribute reports, to provide customer service to the public, and other clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Reconciles and processes bond monies.
2. Follows court orders to process expungements of CARE reports, file materials, and arrest entries.
3. Answers and routes telephone inquiries to appropriate personnel as well as greet and assist walk-in contacts at the customer service counter.
4. Respond and send out approved report requests.
5. Enters and files fugitive and FTA reports into the CARE system.
6. Filing, scanning, data input and shredding duties on a regular basis to include (but not limited to): Approved Original Reports, Supplements, Fugitive & Warrant reports, Auto Accidents, Memos, Attachments, Juvenile Attachments, and teletypes.
7. Sorts and delivers mail/faxes/phone messages to respective personnel throughout the day.
8. Assist fellow personnel with parking signs, complaints, and questions.
9. Assists with REJIS Entries.
10. Monitors prisoners in custody through use of Avigilon Control Center cameras.
11. Process incoming subpoenas and notify officers as received.
12. Process and maintain Tow Release Reports.
13. Assist in the preparation of warrant applications.
14. Update and upkeep Right-Of-Way Activity Permits.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS:

High school education or equivalent. Must have working knowledge of Microsoft Office. REJIS certification preferred. Criminal Background Check required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the operating rules, regulations, and procedures of the department.
- Knowledge of police organizations, operations, codes, and city telephone system.
- Knowledge of geography of Clayton.
- Skill in receiving and relaying information through the on line computer system.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of the organization and functions of the department and of general administrative policies and practices.
- Ability to keep office records and to prepare accurate reports from file sources.
- Ability to perform and organize work independently.
- Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor.

- Ability to maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
- Ability to establish and maintain effective and professional working relationships with vendors, finance staff, other department heads and governmental officials.
- Knowledge of current standard office practices, procedures, equipment, software and secretarial techniques.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of and ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects and some medium work requiring the exertion of up to 50 pounds of force occasionally. Physical activities include stooping, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT:

Works in an office setting, in generally comfortable conditions.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.