

City of West Carrollton, Ohio

An Equal Opportunity Employer

Position Title: Records Clerk

Department: Police

Employment Status: Full-time / Part-time

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: This is responsible clerical and specialized administrative work in the Police Department. An employee in this class is responsible for the execution of records maintenance, report preparation for various personnel and entities, and data entry. Duties are performed under the limited direction of the Administrative Sergeant.

EQUIPMENT & JOB LOCATION: This position requires general knowledge of police and office equipment, including: personal and laptop computers, national and regional crime information computers, video and photography equipment, communication equipment, and general office equipment. The primary work site is located within the police department.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- Responsible for processing and entering data for criminal offense cases, warrants, protection orders, traffic crash reports, citations, and other reports, including: ensuring that all forms are correctly filled out, criminal history is noted, citations are disseminated to the proper individuals and offices, and all citation paperwork and correspondences are properly filed.
- Processes traffic and criminal citations for court.
- Distributes subpoenas to appropriate police officers.
- Processes expungements, appeals, and other court actions to ensure prompt and accurate preparation.
- Assists in prepares Uniform Crime Report.
- Prepares monthly report of all activities; compiles statistical information as necessary.
- Makes photocopies of reports for appropriate divisions, sections, agencies, departments and the public.
- Makes photocopies of accident and offense reports for insurance companies and citizens requesting such copies.
- Offers assistance, provides service, and presents information to the public.
- Records and processes fingerprint cards, including recording information on the cards and sending copies of all cards to the appropriate offices.
- Performs a variety of secretarial and administrative duties, including keeping official records, photocopying and filing reports, recording information from calls from complainants, and properly directing calls and questions.
- Receives payment for photocopies, solicitor permits, and fingerprints.

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- Maintains audio/visual monitoring of police headquarters and the City municipal building.
- Responds to requests for assistance from citizens at the lobby window.
- Responds to requests for information and assistance from other police and fire departments and law enforcement agencies.
- Receives bond payment for prisoners.
- Receives parking citation payments.
- Releases impounded vehicles to proper owners.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Responds to complaints from citizens; directs questions as needed.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- Considerable ability to maintain records efficiently and accurately.
- Thorough knowledge of the policies, procedures, and practices of emergency communications and dispatch operations.
- Thorough knowledge of juvenile records procedures.
- Thorough knowledge of city geography and population patterns.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- General knowledge of basic law enforcement, fire, EMS, and hazardous materials procedures.
- General knowledge of state and local laws and ordinances.
- Ability to operate office equipment such as a personal computer, copier, calculator, telephone, fax machine, and communication equipment.
- Ability to understand and execute complex oral and written directions and to prepare clear and comprehensive reports.
- Ability to maintain records, prepare reports, and perform other necessary clerical and/or administrative duties.
- Ability to give detailed instructions and information to the public.
- Skill in dealing firmly, tactfully, and courteously with the general public.
- Ability to handle confidential information.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and policy and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to apply common sense and to carry out instructions furnished in written, oral or diagram form.
- Ability to lift and/or move varying weight, depending upon the task at hand.
- Ability to work in accordance with hours determined by the Chief of Police.
- Ability to work under the limited direction of the Administrative Sergeant.

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DESIRABLE TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalent, supplemented by some responsible experience in clerical work (preferably related to law enforcement); or any combination of experience which provides the desired knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License.
- Satisfactory completion of all necessary computer training.
- Ability to work other than normal working hours.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Candidate Signature)

(Date)