



POLICE RECORDS CLERK

DEPARTMENT: Police

NATURE OF WORK:

Performs administrative and clerical work maintaining records for the Police Department's record management system; entering data within a required time frame to create records and files; accurately retrieves statistics and information. Performs a wide range of complex clerical work requiring specialized knowledge. Work is accomplished along with the demanding fast-paced duties at reception desk. Work is performed under continuing supervision.

ESSENTIAL FUNCTIONS OF JOB:

Enters information into the Incident Based Reporting (IBR) system; compiles crime statistics, creates police files, records, documentation, and dispositions.

Conducts research for administrative and public reports; performs directed analysis; drafts sections of reports for data collection (receives legal documents in the mail that require knowledge of legal guidelines to process or route to proper departments and agencies).

Issues insurance reports; collects fees; records transactions; issues receipts.

Screens calls, takes messages, and dispatches over radio; greets visitors and callers; directs inquiries to proper source, and answers questions within context of policies and procedures; obtains factual information from citizens.

Retrieves files and information for officers and staff; ensures files are signed in and out.

Types form letters and reports.

Participates in the evaluation of equipment and various office supplies; performs minor maintenance of equipment.

Performs duties of other staff members in their absence.

Performs other duties as required.

JOB LOCATION AND PHYSICAL REQUIREMENTS:

Duties are performed in an office setting. Operates standard office equipment to include telephone, personal computer, copy machine, calculator, and VCIN/NCIC terminal.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of office practices and procedures.

Considerable knowledge of data entry, computer operations, and automated record keeping.

Considerable knowledge of correct business English, spelling, and punctuation.

Skill in operating general office equipment, word processing equipment, microcomputers, and scanning equipment, as required to accomplish the work assigned.

Skill in using word processing, spreadsheet, database, and scanning software.

Ability to prioritize, organize, and perform work independently.

Ability to take minutes and transcribe accurately at a reasonable rate of speed.

Ability to provide guidance to other staff members as needed.

Ability to monitor the daily developments and progress of work performed and to modify or initiate corrective action as appropriate.

Ability to work with other employees and the public in a courteous and effective manner.

Ability to deal with public relations problems courteously and tactfully.

Ability to proofread, research files, and logically organize information.

Ability to make accurate mathematical calculations.

Ability to organize and manage several projects simultaneously and meet deadlines.

Ability to follow complex oral and written instructions.

Ability to communicate effectively both orally and in writing.

Ability to work accurately and rapidly.

Ability to learn, interpret, and communicate the policies, procedures, and services of the Department.

Ability to maintain complex records and ensure their confidentiality.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, including or supplemented by course work in secretarial science; considerable experience in responsible clerical and office work; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must have or be able to attain within six months of employment, VCIN certification.

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Police Records Clerk Position Number: 402
Department: Police Division: _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- : Ability to understand and follow oral instruction
- : Ability to understand and follow written instruction
- : Ability to guide and/or give instructions
- : Ability to make decisions in accordance with established procedures and policies
- “ Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- : Answering telephone, radio, or switchboard
- : Communicating with County officials
- : Communicating with general public
- : Communicating with vendors
- : Communicating with supervisors and/or with other employees
- : Communicating with others _____
- _____
- “ Not essential to job function

2. Hearing/Listening:

- : For communication with County officials, public, vendors, supervisors and/or other employees
- “ Not essential to job function

3. Reading: (ability to read and understand text)

- : Essential to job function
- “ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- : Ability to mentally perform accurate two digit calculations
- : Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. Maybe used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- “ Essential function
- : Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|---|---|
| <ul style="list-style-type: none">: Use telephone: Use switchboard: Use radio/console: Use a calculator: Use a copy machine: Use a fax machine | <ul style="list-style-type: none">: Manipulate computer keyboard and mouse: Use postage machine“ Use hand tools“ Use power tools“ Other:_____“ Not essential to job function |
|---|---|

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- : Essential to job function
- “ Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (**U**) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5!	5-10	10-15	15-25	25-50	50%	Occasionally	Frequently	Continuously
Lift				U			U		
Push/Pull				U			U		
Hold/Carry				U			U		

Manipulation done from: **:** ground to waist **"** waist level **"** waist to shoulder **"** above shoulder
(Check all that apply)

Not essential to job function: **"** Lift **"** Push/Pull **"** Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

<u>Ladders</u>	<u>Stairways</u>	<u>Steps</u>
" Step stool	" 1 flight	: 1-2
" 8' to 10' step ladder	" 2 flights	" 2-3
" Extension ladder	" 3 or more flights	" 3-4
" Other _____	" Other _____	" Other _____
: Not essential to job function	: Not essential to job function	" Not essential to job function

3. Ability to Stand, Sit, Walk, and Run:

Please check (**U**) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9%			
Stand	U						U		
Sit			U					U	
Walk	U						U		
Run									

If walking or running, over what type of terrain? **:** flat **"** rough **"** both

Not essential to job function: **"** Stand **"** Sit **"** Walk **:** Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

“ 0-5x : 5-20x “ 20-50x “ 50+x
 “ Other _____ “ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

“ 0-5x : 5-20x “ 20-50x “ 50+x
 “ Other _____ “ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- “ Peripheral vision
- “ Night vision
- : Focus (distinctness or clarity)
- “ Color perception (discriminate between colors)
- “ Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	“	:	“
Van	“	“	“
Small Truck	“	“	“
Medium Truck	“	“	“
Large Truck	“	“	“
Truck w/Equipment	“	“	“
Heavy Bus Equipment	“	“	“
Not essential to job function	:	“	:
Other (list) _____			