



## JOB DESCRIPTION

---

<b>JOB TITLE:</b>	Police Records Clerk	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Police	<b>GRADE:</b>	K01
<b>REPORTS TO:</b>	Police Records Manager	<b>DATE:</b>	8/9/2018
<b>BARGAINING UNIT:</b>	KGEA		

---

### **SUMMARY:**

Responsible for performing a wide variety of office support duties related to the review, preparation and input of various police reports; responds to public requests and inquiries in regard to police reports and records.

### **ESSENTIAL FUNCTIONS:**

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Assists general public, customers and staff in person, over telephone and by email; answers inquiries, provides general direction related to services, receives and attempts to resolve complaints, operates a cash register, explains policies, collect fingerprints, procedures and proper use/completion of department forms.
- Processes and maintains accurate records in various computer systems of police reports, officer dailies, warrants, personal protection orders, bond conditions, probation orders, field interrogation cards, trespassing orders, accidents, jacket consolidation, gun permits, etc.
- Scans documents as required; identifies records for destruction in accordance with pre-determined retention and destruction schedules; files and maintains records.
- Review, correct and submit data to State agencies.
- Organizes, compiles and reports statistical data on functions, programs and activities.
- Runs daily reports as required.
- Ensures accurate reporting and correction of criminal records with State Repository.
- Enters and retrieves data and prepares reports using a variety of software programs; reviews such reports for accuracy and makes corrections as required; operates standard office equipment.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

## **POLICE RECORDS CLERK**

### **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.*

### **Education and Experience:**

High School Diploma/GED; AND one (1) year of administrative support experience; OR an equivalent combination of education, training and experience.

### **Required Certificates, Licenses, and Registrations:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- State of Michigan Notary Public within six (6) months of date of employment.
- LEIN certification within six (6) months of date of employment.

### **Required Knowledge and Skills**

Knowledge of:

- Policies and procedures of the department.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic.
- Office administrative practices and procedures.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally when relations may be confrontational or strained.

Skills in:

- Performing office support work.
- Analyzing and resolving varied office administrative problems.
- Organizing, maintaining and researching office files.
- Compiling and summarizing information and preparing periodic or special reports.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

## **POLICE RECORDS CLERK**

### **PHYSICAL/MENTAL REQUIREMENTS:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 25 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

### **WORKING ENVIRONMENT:**

Work is performed in an office setting.