

CITY OF ST. JOHNS
POLICE DEPARTMENT

CLASS TITLE: Police Records Clerk

DEPARTMENT: Police

DIVISION: Administration

RANGE: \$31,399.68 - \$39,312.44 annually

<u>Entry</u>	<u>6 months</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$31,399.68	\$32,184.67	\$32,989.29	\$34,638.75	\$36,370.69	\$38,189.23	\$40,098.69
\$ 15.10	\$ 15.47	\$ 15.86	\$ 16.65	\$ 17.49	\$ 18.36	\$ 19.28

GENERAL PURPOSE:

Performs a variety of routine clerical, secretarial, and administrative work in support of law enforcement activities.

DISTINGUISHING FEATURES OF WORK:

The records clerk performs responsible and varied clerical and public contact duties of highly confidential and sensitive nature in receiving, processing, filing, and retrieving police related information from the public, other agencies, and department divisions. The employee ensures correctness of input and retrieval of file information. Considerable judgment and care are used in supplying department information to requestors. Duties are performed within the confines of established department policies and procedures.

SUPERVISION RECEIVED:

Works under the general supervision of the Chief of Police.

SUPERVISION EXERCISED:

May exercise some supervision over junior records clerks by being the senior clerk on duty in the absence of any other supervisor as outlined in the department policy manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs routine clerical and administrative work in maintenance of police records, answering telephones, receiving the public, providing customer assistance, cashiering, data processing and bookkeeping.

Answers incoming calls and routes callers or provides information as required.

Processes and distributes incoming police reports to the appropriate agencies and fills requests for other public records.

Operates radios as needed and assists in radio communications, operates radio console as required, operates ACJIS terminal with terminal operator certification.

Assists in the departmental records function for crime reports in the filing and proper disposition of reports, and in the reporting of the Uniform Crime Reports to the FBI. and the Arizona Department of Public Safety.

Records and files citations, is responsible for the accurate assignment of case numbers to incidents and maintains report files.

Maintains and enters data to the police records management system, assists in the auditing of police records.

Dispatches information to officers in the field, as needed.

Serves as a personal assistant to command staff and provides a variety of administrative assistance as needed.

Composes a variety of correspondence, reports, and other materials requiring independent judgment as to content, accuracy, and completeness.

Maintains inventories and orders departmental supplies and materials.

Serves as cashier including receipting of payments and various other payments, and posts monies to appropriate accounts.

Receives, stamps, and distributes incoming mail, processes outgoing mail and receipts in all deliveries to the police department.

Acts as custodian of administrative departmental documents and records. Establishes and maintains filing systems, controls records and indexes using moderate, independent judgment.

Maintains all police forms needed by officers and orders and restocks forms and supplies.

Performs other administrative and clerical duties as assigned.

PERIPHERAL DUTIES:

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

May have to assist in the searching of female prisoners and/or collecting urine samples for analysis.

Shall perform any other assignments or duties as requested or required by the Chief of Police.

DESIRED MINIMUM QUALIFICATIONS:

- P. Must possess, or be able to obtain by time of hire, a valid state drivers license.
- Q. Must be of good moral character and of temperate and industrious habits.
- R. No felony convictions or disqualifying criminal histories within the past seven years.
- S. Must be able to read and write the English language.

EDUCATION AND EXPERIENCE:

- N. High school diploma or equivalent supplemented by specialized course work in general office practices.
- O. Two years of general office, communications, or records management experience, or
- P. An equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Q. Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- R. Working knowledge of computers and electronic data processing, working knowledge of modern office practices and procedures, some knowledge of accounting principles and practices.
- S. Some skill in operating the tools and equipment listed below;
- T. Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS:

Must reside within the geographical boundaries of the city at time of hire or relocate into the city limits within six months of date of hire.

TOOLS AND EQUIPMENT USED:

Mainframe computer terminal, personal computer including word processing and specialized software, laser printers, copy machine, fax machine, police radio console, telephone, and calculator.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste of smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet to moderately noisy.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and background investigation including a reference check. Job related tests may be required.

Approved 06/12/2007, COLA update 1/5/2022, COLA 2% 8-13-2023