

**CITY OF WHITEHALL, OHIO
CLASS SPECIFICATION**

CLASS TITLE: Police Records Clerk
DEPARTMENT: Division of Police
REPORTS TO: Administrative Sergeant

PAY RANGE: C 19 - Classified, Union
FLSA STATUS: Eligible
DATE: 08/2011

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

The Police Records Clerk performs a variety of responsible clerical and administrative tasks in support of the Division of Police including typing, information processing, data entry and maintenance of records. The Records Clerk is responsible for assisting and greeting the public at the lobby window, assessing their needs and directing assistance with a high level of customer service. The position reports administratively to the Administrative Bureau, but operationally is responsible to the individual shift supervisor or Officer in charge of the watch. Due to the nature of the work, accuracy, attention to detail and multi-tasking are important skills that must be demonstrated.

ESSENTIAL JOB FUNCTIONS:

Importance	Tasks
1	Assists Police employees in virtually every clerical facet of the Police operation.
2	Assists civilians, victims of crime, business representatives, other Police Agency representatives, and employees from other City departments via telephone, at the lobby window, by fax and email.
3	Maintains the order, efficiency, sanctity and uniformity of Police and public records.
4	Reviews, files and maintains police reports.
5	Coordinates and files follow-up and supplemental reports.
6	Computerizes police records, reports, arrests; computer-scan offense and accident reports; imports/exports police files.
7	Enters, maintains, audits and files arrest records and identification files.
8	Secures and maintain confidential and investigative files.
9	Assists in answering overflow emergency phone calls and calls for service and assistance.
10	Processes criminal history data/checks for authorized agencies or persons.

IMPORTANT JOB FUNCTIONS:

Assists public with self-reporting, incident and accident forms.

Accepts bonds from the public and prepares the requisite paperwork.

Compiles, distributes and maintains FBI UCR reports and records, and hate crimes reports and records.

Compiles, maintains and distributes monthly reports; compiles statistics for annual reports.

Sends, receives, distributes and files faxes and mail.

Prepares and delivers records checks.

Prepares and answers public records requests.

Processes fingerprint cards, especially for dispositions on arrests and cases.

Prepares deposits of cash receipts.

Processes criminal citations, traffic tickets, OVI arrests and associated paperwork.

Types criminal affidavits.

Crossed-trained to process payroll and accounts payable in the absence of the Administrative Secretary.

Monitors police radio traffic and assists in Communications Center when needed.

Processes annual records disposal.

Issues and maintains bicycle licenses and records.

Takes/accepts stolen bicycle reports.

Processes application and records checks and issues permits for billiard hall business and employees, sale and purchase of firearms, pawn shop permits, and solicitors' licenses.

Compiles reports of requested statistical data as required.

Maintains false alarm files and records, issues monthly reports, processes alarm permit applications, invoices and processes payments and prepares and sends false alarm notices.

Searches female prisoners if needed.

Obtains urine samples from female prisoners if needed.

Handles other, inmate, female prisoner needs and problems.

Searches and wires female informants.

Feeds, cares for, entertains, watches over and supervises young children due to such things as parental arrests, domestic violence, neglect, abandonment, lost/recovered children or seized/protected children.

Validation of leads entries/records.

Delivers inter department mail to other City offices.

Coordinates prisoner paperwork for Mayor's Court.

Assists with Mayors Court operations.

Enters warrants into CAD system.

Conducts equipment and supply inventories as directed.

Maintains and processes vicious dog registrations.

All other duties assigned by Police staff or Supervision, or as needed by the Officers.

MATERIAL AND EQUIPMENT USED:

Computer	Scanner	General Office Equipment
Microsoft Office Software		Division Specific Software

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Must be or become a Notary Public and maintain commission.

Must have a high school education or equivalent.

Must be at least eighteen years of age.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Successfully complete L.E.A.D.S. (Law Enforcement Automated Data Systems) training and maintain L.E.A.D.S. Certification.

Successfully complete C.C.H. (Computerized Criminal History) training and maintain certification.

Successfully complete specialized computer courses and maintain efficiency for police computer programs.

Must acquire and maintain a working knowledge of Police contracts, rules and regulations, policies and procedures, and State and local laws.

Office and telephone procedures and practices.

Business correspondence, spelling and punctuation.

Customer service and communication techniques.

Skill in:

Good organizational skills.

Excellent public relations and customer service skills.

Legible handwriting.

Proven decision making skills.

Mental and Physical Abilities:

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals and policies.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to draft and accurately type correspondence with a minimum of 50 words per minute.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to respond to requests and inquiries from the general public using strong interpersonal skills and demonstrating an ability to politely, tactfully and effectively work with diverse customers who may be emotionally upset, excited or distraught.

Ability to simultaneously handle numerous activities effectively and pleasantly.

Sufficient vision which permits the employee to review a wide variety of written and electronic materials at arm's length or less to distinguish letters and numbers.

Sufficient manual dexterity which permits the employee to type operate computer equipment, write legibly and to handle a variety of records and files.

Sufficient personal mobility which permits the employee to stand or sit for long periods of time, stoop, reach, move between work stations, operate general office equipment, deliver mail, file, etc.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. Working conditions are typically moderately quiet. Must be able to work four ten-hour days or five eight hour days per week as assigned including weekends, holidays and evenings as required. Unexpected and/or scheduled overtime may be required.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.