



Police Clerk

DEPARTMENT: Police Department
SUPERVISOR: Office Manager, Police Department
SALARY LEVEL: Non-Exempt 4
DATE: February 27, 2012

SUMMARY: The Police Clerk II provides clerical support to the Police Department. The individual in this position reports to the Office Manager. This position is considered a "Safety Sensitive" position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Answers and screens incoming telephone calls; determines the purpose of the call and provides information directly or refers the call to the proper person or office and takes messages.
- Greets visitors; assesses the nature of the visit; assists visitors directly or directs them to the appropriate person.
- Opens and distributes mail.
- Types forms, reports and general memoranda.
- Validates all REJIS reports.
- Reviews and prepares accident reports for online availability.
- Prepares police reports, code files and evidence sheets for scanning/microfilming.
- Breaks down reports and forwards them to the appropriate agency. Breaks down reports (bag file County and Court) and does the same with supplement reports.
- Processes Sunshine Law requests.
- Performs basic record checks.

- Entry of all summons, warning tickets and racial profiling information into the computer system.
- Responsible for inventory of police department administrative and clerical supplies and forms.
- Entry into various databases for storage of important and vital data.
- Handles a variety of other duties such as photocopying material, compiling records and reports, and distributing correspondence/reports.
- Process mail requests for police reports from insurance companies, etc.
- Perform any and all other duties assigned, as may be needed to accomplish the mission of the Police Department.

QUALIFICATION REQUIREMENTS: 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or one to three years related experience and/or training in general office procedures; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the Police Department.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

- Must have knowledge of office practices, procedures and equipment.

- Must have a strong knowledge of Microsoft Office Products.
- Ability to communicate effectively.
- Must be able to serve the public in a diplomatic, friendly and efficient manner.
- Must be knowledgeable of English, spelling and arithmetic.
- Must be able to obtain REJIS Level 1 Certification.

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 regularly required to sit. The employee frequently is required to use hands and fingers to handle or feel objects, tools, or controls. The individual must be able to reach with hands and arms. The individual must also be able to talk and hear. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 40 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.

The noise level in the work environment is usually moderate.