

POLICE RECORDS CLERK

City of Burlington

Police Department

POSITION SUMMARY

Under the supervision of the Chief of Police, the Police Records Clerk is a non-exempt position under FLSA. This position performs dispatching, secretarial, and administrative support duties. The employee in this position handles confidential matters and is expected to use good judgment and discretion. The Police Records Clerk will direct members in matters of administrative policies and procedures, and report violations to the Chief of Police. The employee in this position may serve as an advisor to the Chief of Police on matters regarding procedures, budget, and planning. Answering incoming telephone calls, providing citizen assistance, and performing data entry duties are also responsibilities of this position. This employee should possess excellent organizational, communication, and public relation skills.

ESSENTIAL FUNCTIONS

- Answers incoming telephone calls and directs to appropriate personnel;
- Fields questions, concerns, and complaints from the general public;
- Performs receptionist duties and assists citizens;
- Assists in maintaining all department personnel files;
- Composes, types, copies and distributes correspondence and memoranda;
- Enters reports, documents, and bills into the computer;
- Uses police radio and dispatches Police Officers on calls for service;
- Maintains all department files;
- Prepares agendas and notices, and takes and transcribes department meeting minutes;
- Transcribes crime and incident reports, search warrants, and affidavits;
- Prepares end-of-month statistical reports for KBI;
- Serves as system supervisor for the department's computer system, and is responsible for system maintenance;
- Trains Police Officers and other members of the department on computer operations;
- Supervises all reports and paperwork submitted by Police Officers for technical completeness and accuracy, and ensures that corrections are made;
- Serves as Notary Public to take sworn statements, oaths, and notarize signatures;
- Follows department policies and procedures;
- Follows safety procedures and practices

MARGINAL FUNCTIONS

- Cleans office;
- Makes copies of video tapes;
- Purchases departmental supplies;
- Serves as Matron;
- Assists in transporting suspects;
- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned.

<u>CLASSIFICATION:</u> <u>FLSA</u> NON-EXEMPT <u>ADA</u> APPLICABLE <u>FMLA</u>: INELIGIBLE
<u>WORKING CONDITIONS:</u> NON-HAZARDOUS OFFICE ENVIRONMENT

POLICE RECORDS CLERK - POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. A technical degree in Business, Secretarial, or Office Administration is preferred.

Technical Skills:

1. A thorough knowledge of computers, hardware and software applications, office procedures, clerical skills, and a working knowledge of mathematics is required.
2. This employee must be able to operate computers, printers, telephone systems, photocopiers, dispatch radios, and other office equipment.
3. The ability to understand and anticipate problems, to interpret data, to prepare reports, to concentrate on tasks in the presence of distractions, to type with speed and accuracy, and to interpret computer manuals, articles, reports, and written instructions is required.
4. This employee should possess excellent organizational, public relation, oral and written communication skills.

Problem Solving: Problem solving is involved in this position. This employee encounters problems, computer malfunctions, and data entry errors.

Decision Making: Decision making is involved in this position. This employee makes decisions about resolving citizen complaints, prioritizing daily assignments, and performing daily duties in the most efficient manner.

Supervision:

1. This employee works with frequent supervision from the Chief of Police.
2. This employee exercises limited supervisory responsibilities over subordinate personnel.

Financial Accountability:

1. This employee is responsible for department resources and equipment.
2. This person does not participate in the annual budget process.

Security Requirements as deemed necessary through the Police Department Policies.

1. Fingerprints of this employee are required to be on file with the KBI
2. Background Check/Annual Name Base is required to be performed and on file with the KBI
3. Employee is required to attend Security Awareness Training on Topic 5.2.1.1
4. Any other security requirements that apply to this position.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel is expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

Physical Requirements: Physical activity associated with working in an office setting is required to perform the daily duties of this position..

*The specific statements shown in each section of this description are not intended to be all-inclusive.
They represent elements and criteria considered necessary to successfully perform the job.*

**THIS JOB DESCRIPTION WAS APPROVED BY BURLINGTON CITY COUNCIL ON JUNE 4, 2008.
(Revised 2/2015)**