

## CITY OF LAKE STEVENS POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Police Records Clerk
<b>DEPARTMENT:</b>	Police
<b>CLASSIFICATION:</b>	Union/Non-Exempt
<b>EFFECTIVE DATE:</b>	January 1, 2014

### **POSITION PURPOSE:**

This position assists in operating the police station and performing a wide variety of administrative tasks that allow commissioned officers to provide more patrol services. This position also provides service to the public and other law enforcement agencies.

### **SUPERVISION RECEIVED:\***

- o Works under the direct supervision of the Police Administrative Supervisor.

### **SUPERVISION EXERCISED:\***

- o None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** - *Essential duties and responsibilities **may** include, but are not limited to, the following:*

- o Receives the public in person and on the telephone Gives accurate information about police operations, common procedural questions, and area information. Provides accurate referrals to other services as needed;
- o Operates office equipment and performs word processing;
- o Operates the police radio and paging system to communicate with on-duty officers;
- o Performs public and criminal fingerprinting and submits them to the proper agencies;
- o Responsible for daily cash receipting and depositing;
- o Processes and executes Passport applications received from the public;

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\* See "City of Lake Stevens, Administrative Organization" in the HR Policy and Procedures Manual.

- o Enters data from citations and reports into the Records Management System;
- o Accurately enters police information in State NIBRS reporting program;
- o Processes background checks and applications for Concealed Pistol Licenses, dealer licenses and Weapons transfers;
- o Processes and logs Public Disclosure Requests;
- o Works with City and County Prosecutors to accurately route and distribute police reports;
- o Processes and enters Protection Orders, missing persons, and other stolen items into ACCESS databases;
- o Creates weekly news releases sent to local media;
- o Works with and assists police officers, explorer scouts, college interns, and volunteers in work that fulfills the department's mission;
- o The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Please see the attached questionnaire for position specific physical requirements and typical working conditions. The physical demands and work environment characteristics described in the attached form are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. Traveling is required. Evening or variable hours to attend meetings is required.

**QUALIFICATIONS:**

**Education, Training and Experience Guidelines:**

- High School diploma or G.E.D;
- Experience and education in keyboarding and office practices;
- One year of office experience in law enforcement or related field desired;
- Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for these qualifications. Examples of these skills include:

**Knowledge of:**

- The operation and understanding of personal computers and typical office equipment;
- Microsoft Office Products.

**Ability to:**

- Communicate effectively both orally and in writing including the ability to manage circumstances involving conflict and upset people;
- Work in a team environment by assisting others, being adaptable to changing circumstances while being pleasant and professional;
- Organize, prioritize and multi-task;
- Type at least 40 words per minute proficiently;
- Pass a background investigation and a polygraph examination;
- Safely operate City vehicles.

**LICENSE OR CERTIFICATE REQUIREMENTS**

- Valid Washington Driver's License.

**Special Requirements:**

- Minimum age of 18.

This position 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.

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EMPLOYEE ACKNOWLEDGEMENT

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DATE