

CITY OF SELAH

POLICE CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the general supervision of the Chief of Police, Office/Communication Manager is a civilian employee who performs a wide variety of clerical and department support functions including; police record keeping, customer service, computer data entry, information quality control and clerical duties.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from and reports to the Deputy Chief or Chief of Police.
No supervision exercised.

ESSENTIAL JOB FUNCTIONS:

Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs a variety of clerical duties including; maintenance of police records/central files, typing, transcription, and information processing and computer data entry into internal, Spillman and State Crime Information Access computer terminal.
2. Performs detailed work assignments and resolves operational problems encountered by department personnel; trains personnel in the use of internal and Spillman computer systems and re-certifies personnel on the Crime Information Access computer terminal.
3. Recommends yearly divisional goals; assesses, recommends needed changes and improvements for effectiveness. Recommends, researches equipment costs, and other matters.
4. Ensures integrity of records information for the department; audits and verifies a wide variety of records and data; maintains records in compliance with applicable laws, rules, regulations, policies and procedures; recognizing issues of liability and privacy.
5. Serves as Department Public Disclosure liaison responsible for; researching, reviewing, edits and approves/denies the release of records to the public, attorneys or in response to subpoenas; prepares general correspondences for the department.
6. Exercises considerable judgment in making technical decisions in accordance with departmental policies and practices; audits and corrects payroll records; handles cash transactions for fees or services rendered; orders and maintains supplies and forms; ensures office equipment maintenance/service.
7. Performs other duties/functions as may be directed by the Chief of Police.
8. Responsible for assisting the evidence custodian with the care and control of the evidence / property room.

PERIPHERAL DUTIES:

- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Wide variety of knowledge regarding various computer applications such as, but not limited to: Spillman, NCIC/WACIC, DOL, SECTOR, etc.
- Appropriate public record dissemination
- Ability to be innovative and flexible in approach to duties, and possess ability to readily adapt to changing community and department needs.
- Possess tact, diplomacy, and the ability to meet and deal effectively with individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs.

SPECIAL REQUIREMENTS:

- Must be a citizen of the United States
- At least 18 years of age
- Must be able to read and write the English language
- Must be of good moral character
- No felony convictions
- Use/possession/sale of controlled substances may be disqualifying
- Other requirements as may be determined by Federal, State, City laws/Ordinances or Department Policy.

QUALIFICATIONS

Education, Experience, and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- High school diploma or equivalent.

Experience:

- Possess a Washington State Driver's License, Level 2 Access and notary public.

Training Guidelines:

- Training for this position shall be determined by the department's training coordinator.

WORKING CONDITIONS

Environmental Conditions:

The shift assignment is position is typically a Monday through Friday assignment, in an indoor office environment; Call-back on short notice and working weekends may occur; Stress associated with the necessity to make decisions affecting the public may occur; overtime work caused by incidents or the necessity to meet critical deadlines; Subject to records inspection by both supervisor and State personnel.

Physical Conditions:

Work is performed indoors and includes: sitting, standing, walking, stooping, kneeling and light lifting; contact with the public in an adversarial setting; potential exposure to bloodborne/airborne pathogens; stress associated with the nature of the work including: coping in a calm manner in emergency situations.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date