

CITY OF UNION GAP
POSITION DESCRIPTION

POSITION TITLE: POLICE CLERK
DEPARTMENT: POLICE
FLSA STATUS: NON-EXEMPT

GENERAL PURPOSE:

Performs a variety of routine complex clerical duties within the Police Department. Works independently within established procedures, performs a variety of responsible and sensitive secretarial tasks within the Police Department.

CHAIN OF COMMAND:

The Police Clerk works under the Administrative Sergeant or the Chief of Police's designee. The Police Clerk exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Organizes and coordinated office functions, activities and communications; assures efficient workflow and office operations; performs miscellaneous secretarial tasks, answers and triages phone calls, relays messages, operates email, enters and clears computer data, composes, prepares and processes correspondence. Maintains a filing system for reports and other filings. Performs teletype inquiries, validations and entries. Performs related duties as assigned. May be required to work overtime to complete assignments.

Police Clerk- Reception

Answer and triage incoming phone calls, relays messages, redirects callers, provides answers when possible. Receives monies, writes receipts and maintains the cash drawer, does fingerprinting and some dispatching. Processes cases; batches names in the computer; data entry to include court and jail dispositions. Initiates, maintains, disseminates, modifies and summarizes a variety of law enforcement records and statistic reports as required for city, county, state and federal agencies as well as the public. Provides procedural and city code information; receives and processes requests and complaints; answers an array of questions from the public including those regarding information availability and records. Works closely with the court and prosecutors office. Maintains bail schedule. Performs criminal background checks, checks on stolen property, missing persons, investigations, etc. as requested. Enters and audits data to state and national systems as required. Issues permits, licenses and related forms in accordance with established procedures and dissemination laws. Prepares a variety of reports and records including but not limited to criminal records, fingerprints and other related reports. Provides evidence/property coverage back up and gives disposition of cases for property release or disposal. Transcribes statements, reports, handwritten items, etc. as requested.

PERIPHERAL DUTIES

Attend trainings, seminars and workshops related to the duties and responsibilities of the position. Provide clerical or technical support to the other police staff. Provides backup for the other police clerk positions. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

High school graduated or GED

One year experience with office or secretarial work (office procedures, customer relations, records, computer skills) or a combination of experience, education and training that would provide the level of knowledge and ability required for the position. Law enforcement office related experience preferred.

Must be able to pass an extensive background check.

Necessary knowledge, skills and abilities:

Working knowledge of modern office practices; foiling and record keeping techniques; oral and written communication skills; correct English usage, grammar, spelling, punctuation and vocabulary; letter composition; interpersonal skills using tact, professionalism, patience and courtesy; telephone techniques and etiquette; preparation and presentation of reports; basic computer operations; skill in operation of listed tools and equipment.

Ability to: learn to perform the essential duties and responsibilities of the Police Clerk position; understand and effectively carry out both oral and written instructions; work courteously and tactfully with customers and employees; observe health and safety regulations; learn and understand policies and procedures; communicate, meet and deal with the public and employees in person or by phone in a pleasant, courteous, professional, respectful manner; be punctual.

SPECIAL REQUIREMENTS

Must be bondable; have or able to obtain valid State Driver's License; ACCESS/WACIC Level II Certificate or ability to be certified.

TOOLS & EQUIPMENT USED

Telephone, personal computer, including word processing and data base software; base, portable and vehicle radios; Teletype; TDD (Telecommunications Device for the Deaf); 10 key calculator; fingerprinting machine; copy machine; fax machine; scanner; laminator; paper cutter; shredder; city vehicles.

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 frequently required to stand, sit or walk, talk or hear, use hands to finer, handle, feel or operate objects, tools or controls; and reach with hands and arms. Sitting for extended periods of time while entering data. The employee is occasionally required to drive city vehicles. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job in an office type of environment. The employee will be at times working with the public, some of who may be irate, upset or disturbed. Extension of the workday to meet deadlines is possible. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately quiet.