



## **POLICE RECORDS 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**

To perform a wide variety of specialized clerical duties in support of the Police Department including processing and maintaining documents, correspondence and coding reports; and to provide information and assistance to the public.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Police Records Supervisor.

**EXAMPLES OF DUTIES** - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

#### **Essential duties and responsibilities**

1. Compile, enter, record and file a wide variety of police records, reports and materials including memos, letters, reports, complaints, booking information, restraining orders, citations and fingerprint cards.
2. Maintain the Department's warrant system, including research and recall; track and maintain documentation on attempts to serve; access information from the computerized warrant system; send warrants to other agencies upon request; enter information into LEADS system.
3. Counts and reconciles monies received for bonds.
4. Process, sort, file, copy and distribute crime reports, traffic reports, citations, petitions, and other materials to appropriate personnel; enter data into computer system.
5. Maintain a variety of police record filing systems including field interrogations and bicycle registration; prepare and maintain legible, concise and understandable activity logs.
6. Codes police and traffic reports.
7. Compile data from records or other information as requested; inform officers of pertinent information as related to other Village departments, other police departments or other agencies.
8. Post, record, file and issue receipts to the cashier relating to the collection of various fees.
9. Compile and process arrest packages for court filings including jail paperwork, citations, and bailing's.



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### **Other important responsibilities and duties**

1. Assist Department personnel and the public in person and by phone including retrieve information and files; mail out requested reports to outside agencies, provide general information regarding Department policies, procedures and regulations.
2. Operate a computer terminal and printer to type, enter, modify and retrieve a wide variety of police reports and records, memos, letters and other material.
3. Maintain a variety of logs including traffic accident logs and logs of all stolen, recovered, stored, or impounded vehicles.
4. Research records and criminal histories for police officers upon request.
5. May be subpoenaed into court to address or clarify employee initiated actions.
6. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

English usage, spelling, grammar, and punctuation. Principles and procedures of record keeping.

Modern office methods, practices, procedures and computer equipment.

Services and activities of a law enforcement agency.

Organization, procedures and operations of a law enforcement agency.

Pertinent Federal, State and local laws, codes and regulations.

#### **Ability to:**

Ensure best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.

Perform the full range of specialized public safety clerical work under minimal supervision.

Correctly interpret and apply the laws, codes, policies and procedures related to the processing of law enforcement documents.

Work courteously with the general public on the telephone or in person.

Maintain accurate records and files.

Make arithmetical calculations quickly and accurately.



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Operate a variety of office equipment including a computer terminal.

Type at speed necessary for adequate job performance.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work including the public, the Police Records Supervisor and the police records clerical staff.

Appropriately interpret and apply laws, codes, policies and procedures related to the processing of law enforcement documents.

Work independently in the absence of supervision.

Maintain reasonable and customary attendance.

Work overtime as operations require.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time*
- *Operating assigned office equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Operating assigned equipment.*

### **Experience and Training Guidelines**

**Experience:** Two years of experience as a records clerk responsible for entering data, preparing reports, ensuring the accuracy of information, applying rules and policies to information or related work. **AND**

**Training:** Equivalent to the completion of the twelfth grade supplemented by specialized clerical training.

Vaccination against COVID-19 strongly preferred.

### **WORKING CONDITIONS**

Work in an office environment; sustained posture in a seated position; work at a centralized public counter.