

# **CITY OF CROWLEY POLICE RECORDS CLERK**

**Pay Grade: 108**

**FLSA: Non-Exempt**

**Pay Range: \$15.08 - \$21.50**

## **JOB SUMMARY**

Under general supervision from the Police Support Services Supervisor, performs responsible police clerical work, acts as department custodian of records and perform any related work as required.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Police Records Clerk maintains the records filing system and/or database used to manage, access, and preserve electronic and paper records of criminal justice activities.
- Assist, provide information, and responds to questions and concerns from the general public, departmental staff, and other agency personnel in person, electronically, by mail and phone.
- Receives calls for service from individuals at the police department and forwards information to the Communications Center.
- Responds to public information requests from the public, media, and other state or local agencies in accordance with state law and city and departmental policies.
- Collect statistical data and review case files for compliance and accuracy with state and federal mandated reports.
- Assists with records management for all records of the police department including their retention, destruction, and transformation to long-term retention methods such as scanning and digital media. Performs management information functions, which include computer data entry and searches; performs clerical skills as may be required, including preparation of letters, reports, forms, warrants, and statements.
- Must demonstrate effective verbal and written communication skills
- Collects fees for copies of reports, alarm permits, and other matters and issues receipts. Insures daily deposit of any monies from this department is accurate.
- This position requires working knowledge of modern office practices, programs, and equipment.
- Comprehends and applies rules and regulations, and applicable laws and ordinances. Maintains a detail oriented and organized filing system.
- Has the ability to handle and maintain confidential information; Assists the Support Service Supervisor with alarm permits program.
- Assists with special projects as directed by the Police Chief.
- This position may be assigned other duties such as assisting with Property and Evidence or Communications.
- May attend meetings, conferences, and training in order to maintain work proficiency.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Type a minimum of 40 words per minute; knowledge of business English, spelling and arithmetic.
- Working knowledge of office practices, procedures, equipment, and software, including word processing, spreadsheet, and other software applications; rules of grammar; practices of document preparation; statutes and ordinances regulating the distribution of information and other applicable laws or ordinances.
- Demonstrates excellent customer service skills and deals tactfully and effectively with people.
- Knowledge of computer databases and crime analysis programs preferred.
- Must have one year of experience in office methods and procedures; experience with typing and computer equipment required.
- Must be able to lift 20 pounds and file to a height of 6 feet practicing safety measures.
- Experience as a government records clerk or crime analyst highly preferred.
- Spanish speaking abilities preferred but not necessary.

## **EDUCATION, EXPERIENCE AND CERTIFICATION**

- High School Diploma or G.E.D.
- One year of related experience.
- Have, or be able to obtain, Texas Driver's License within 30 days.
- Must be a U.S. Citizen.
- Internal candidates must not be on probation or disciplinary probation at the time of application, nor have any formal disciplinary actions on file during the last year preceding application.
- External candidates must also successfully pass a comprehensive background check, psychological exam, polygraph test, and drug screen.