

# **CITY OF CROWLEY POLICE RECORDS CLERK**

**Pay Grade: 108**

**FLSA: Non-Exempt**

**Pay Range: \$15.51 - \$22.78**

## **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**

*Essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by an employee in this role; employees may be assigned duties which are not listed below. Reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.*

- 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.
- Regular attendance and punctuality are an essential function of this job.

## **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.