
Broadmoor Police Protection District

BOARD OF POLICE

POLICY TITLE: Job Description – Police Records Clerk I

DEFINITION

Police Records Clerk I is an entry-level position in the Police Records Division requiring average knowledge and computer experiences. Under direct supervision, to perform a variety of specialized typing, computer data entry, word processing; clerical work involving the processing, filing and maintenance of police department records, reports and documents; do related work as required.

EXAMPLES OF DUTIES

Prepare materials for and process all types of warrants, fingerprint records and stolen and abandoned vehicle records; sort, index, route and make copies of reports and related documents; assist citizens at the police department front counter; take a variety of reports, answer questions, provide directions, etc.; aid in the completion of a variety of application and complaint forms; receive and process parking and traffic citations; check records and information by use of the police department computer system; maintain various logs of warrant, subpoenas, vehicles, etc.; post monies received for fines and forfeitures; compute the distribution of fines and forfeitures to the District; take incoming business related telephone calls; collect fees at the front office counter; etc.

OTHER DUTIES

Use and read maps to provide directions to inquiring citizens; release property to citizens; transcribe audio tapes; package items for shipment in the U. S. mail; secure information from files and reports for authorized personnel or parties; extract information from reports and transfer it into the records computer by data entry using computer keyboard and monitor; prepare transmittal sheets for bail monies; compose a variety of correspondence to traffic offenders, arrested persons' court appearance times and dates or other reasons, as well as typing letters, envelopes, etc., for other departmental personnel; provide the public with general information and refer incoming telephone calls to appropriate personnel; write and issue receipts for purchases of copies of reports, vehicle releases, citation corrections and finger print and other processing fees; keep current on all laws and requirements concerning release of criminal offender record information.

SPECIAL REQUIREMENTS

Ability to: Use independent judgment and initiative particularly when dealing with the public; establish and maintain cooperative working relationships with citizens, peers, police personnel and employees in other departments; remain calm and exercise good judgment; may be required to work evenings, weekends, holidays, etc.; sit for long periods of time at a desk; view a computer screen while using a computer keyboard and doing data entry; stretch, kneel, stoop, bend and twist body when viewing, locating or retrieving files, obtaining reports, additional supplies, etc..

EMPLOYMENT SCREENING PROCESS

Interview: applicants must successfully complete an initial interview assessment.

Background Investigation: Successfully complete a comprehensive background investigation.

Medical Screening: The successful candidate must complete and pass a medical screening.

DESIRABLE QUALIFICATIONS

Knowledge of: Police Department policies, procedures, rules and regulations; modern office methods, English language (usage, spelling, grammar, punctuation, etc.); basic arithmetic (adding, subtracting, multiplying, dividing, etc.).

Ability to: Learn to retain and use department policies and procedures and to explain them to the public; maintain a variety of records, reports, files, etc.; communicate clearly (orally and in writing) with the public; understand and follow oral and written instructions; perform clerical procedures of a modern law enforcement department; obtain information from written reports; and do data entries into the departmental computer system analyze situations accurately and adopt effective courses of action.

Skills: Attend and successfully complete a 40-hour basic police records course. The ability and operate a number of machines including, but not limited to: a multi-line telephone system , a police computer (keyboard and monitor), a facsimile machine, a copy machine, a postage meter machine, a computer aided dispatch keyboard and screen and a state computer keyboard and monitor; ability to type at a speed of at least 40 words per minute; use of any computer system with speed and accuracy; ability to use police radios as well as hand-held portables and use of proper radio codes.

Age: At least 18 years of age at the time of appointment.

EXPERIENCE

Generally, a typical qualifying experience level would be at least one year of clerical experience, preferably in a law enforcement agency. However, the department reserves the right to determine the experience level that would meet the needs of the position.

EDUCATION

High school graduate or equivalent.