

Position: **Records Clerk (Clerk Typist I)**

Department: **Police**



Reporting Relationships

Direct Reports To: Chief of Police

Position Function

This part time position ensures all police reports and related materials are filed according to procedures and policies, is responsible for data entry of all police reports and citations, and provides daily customer service contact with the public and must be able to refer citizens to proper authorities and / or their locations.

Job Responsibilities

Works under the supervision of the Chief of Police. Serves as first point of contact for citizens coming into the police department. Processes police service activity reports through prescribed procedures.

1. Attends the department's customer counter. Answers inquiries relating to police department services and police reports and serves as the receptionist for the department during normal working hours.
2. Takes preliminary information for lobby calls for service.
3. Must be knowledgeable in local and state regulations and laws.
4. Writes police reports for various offenses and incidents.
5. Performs cashier services for collection of report fees and related service fees.
6. Responsible for daily data entry of police reports, citations, and daily back up of computer system.
7. Reviews all police reports to ensure proper form usage and classification and subsequently distributes copies of reports to various divisions of the department and other agencies.
8. Researches statistics in departmental computer as requested by personnel, media and the public.
9. Generates, maintains, and ensures the integrity of all police records and reports. Keeps logs current and forwards records and reports to other entities as needed.
10. Completes tracking, fingerprint forms, and photo cards on all arrests.
11. Prepares daily deposits for cash drawer.
12. Completes juvenile notifications and follow-ups to school districts.
13. Issue citation books to officers
14. Answer a multi-line phone system
15. Files and retrieves paperwork
16. Maintains office machines
17. Performs other related duties as assigned

Physical Requirements

Job requires incumbent to sit for long periods. Incumbent must be able to talk/hear and use hands for finger to handle or feel. Must be able to see clearly at 20 inches or less and be able to lift up to 25 lbs.

Required Skill Sets

Occupational/Technical

- Ability to use job specific software
- Ability to read and write in English

Administrative Skills

- Ability to analyze and resolve situations and problems
- Ability to organize work, set priorities and meet critical deadlines with a minimum of direction
- Ability to set goals and develop strategies and schedules for meeting them
- Ability to use techniques of effective time management
- Ability to handle multiple priorities and projects
- Ability to process paperwork effectively
- Ability to use a desktop computer/terminal to accurately and rapidly enter and retrieve data and information
- Knowledge of filing methods and record management techniques
- Knowledge of contemporary office equipment

Cognitive Skills

- Ability to identify problems, recognizing symptoms, causes and alternative solutions
- Ability to make timely, sound decisions
- Ability to perform standard business arithmetic, including percentages and decimals
- Ability to apply mathematical concepts such as ratios, proportions
- Ability to draw accurate conclusions from financial and numerical material
- Ability to research, compile and summarize a variety of information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

- Ability to let people know of decisions, changes, and other relevant information in a timely fashion
- Ability to speak effectively one-to-one
- Ability to speak effectively before groups and to respond to questions
- Ability to demonstrate attention to and convey understanding of the comments or questions of others
- Knowledge of correct English usage, including spelling, grammar and punctuation and vocabulary
- Ability to prepare clear and concise reports, correspondence and other written materials

Interpersonal Skills

- Ability to use tact and discretion
- Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
- Ability to deal courteously and diplomatically with the general public
- Ability to maintain issue confidentiality
- Ability to arrive at constructive solutions while maintaining positive working relationships

Other Aspects of the Job

This position deals with the general public on a daily basis and requires courtesy, tact, and diplomacy. This employee must be thoroughly familiar with the established policies and procedures as well as department functions and personnel. Must have the ability to accurately and efficiently maintain complex clerical records and prepare detailed reports. This position may require shift work, including weekends and holidays. Must possess or have the ability to quickly acquire a working knowledge of the Ohio Revised Code, Rossford Municipal Code, as well as other sources of criminal offenses, Ohio Public Information Act, the Government Code and NCIC/LEADS entry procedures. Must be able to enter and retrieve data from a computer with speed and accuracy. Must be able to become proficient in varied computer system usage. High school graduation or GED required, some college is preferred. May not have been, at any time, convicted of a felony offense or any family violence offense. Applicant must possess a valid driver's license.

Description of Working Conditions

Work is preformed in an office setting

Experience

High School diploma or equivalent; three to five years relevant experience; or any combination of education, training and work experience which provides the required skill set to perform the essential functions of the job.

ⁱThe requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.