

Police Records Clerk

General Statement of Duties

Performs specialized functions in the Town's police computer records management; performs related work as required. **This is not a sworn LEO position.**

Distinguishing Features of the Class

An employee in this class performs a full range of supervision of the operation and personnel assigned to the police records section of the police department. Trains, monitors, and oversees the individual performance and work of employees. Processes, arranges, indexes, files manual and computer police records according to established routine and sequence, such records to include operation reports, offense reports, accident reports, property reports, arrest sheets, parking citations, criminal and traffic inquiries, investigation documents, fingerprint cards and others as required.

Duties and Responsibilities

Essential Duties and Tasks

- Train new police records clerks. Trains new officers and existing police officers in the use of computerized records management system.
- Acts as the department representative to external meetings concerning police records.
- Maintain the software and hardware of the personal computer systems used by the Police Records Section and updates or oversees the updating of the system.
- Receives routine telephone calls and personal requests for assistance concerning criminal offenses, civil processes, and other matters involving public safety as it relates to police records.
- Operates two-way radio system to maintain contact with police vehicles.
- Provides information concerning the location of residences, businesses, roads and streets.
- Operates the computer terminal and printer connected with the Division of Criminal Information, other law enforcement agencies, the National Law Enforcement Telecommunications System, DMV and the National Crime Information Center to obtain driver's history, vehicle registration data, and criminal record information, as needed.
- Participated and supervised the maintaining of log and data entry into computer of all police events as required.
- Types, processes, and files assigned police records including maintaining the police computer data base.
- Makes repairs or calls in vendors to make repairs on the computer system if needed.
- Gives assistance to the public as required.
- Performs various other duties as required.

Recruitment and Selection Requirements

Knowledge, Skills and Abilities

- Considerable knowledge of Town Streets, locations and general layout of the Town.
- Working knowledge of the operation of a two way radio communications system and related Federal Communications Commission regulations.
- Considerable knowledge of police records management systems including computer assisted systems.
- Skill in the operation of assigned personal computing equipment.
- Ability to accurately record and maintain a set of complex files.
- Ability to oversee and effectively supervise the work of others.
- Ability to assess people and situations and use judgment in decision making.
- Ability to elicit information necessary for proper dispatching from persons in a distressed or confused condition.
- Ability to speak clearly, distinctly, and politely.
- Ability to learn radio communications code signals.
- Ability to perform responsible records and report duties.
- Ability to deal tactfully and courteously with the public

Desirable Training and Experience

Qualified

Graduation from high school with additional experience in business college secretarial and bookkeeping courses preferred. Some experience in computer work including record keeping and filing; or any equivalent combination of education and experience that provides the required knowledge skills and abilities.

Job Classification

Non Supervisory Non-exempt