

Perry City
Job Description

Police Records Clerk

Division: Administration
Department: Police department
FLSA: Non-Exempt

Reports to: Police Chief
Date Prepared: October 2021

Purpose:

Performs day-to-day operations of complex clerical duties as needed to expedite the administrative processes and procedures relating to writing, documenting, maintaining and controlling police records, reports, case files, statistics and information

Essential Duties and Responsibilities:

- Acts as liaison with other departments, divisions, outside agencies, committees, or boards. Represents the department as is required
- Provides information and referrals as necessary in response to questions or complaints from the public or other agencies and routes them to the appropriate department member
- TAC (Terminal Agency Coordinator): Ensures all officers are updated on all relevant legislative changes, manages passwords and system access for officers, test officers for compliance, and audits compliance with BCI (Bureau of Criminal Identification) and the FBI (Federal Bureau of Investigations)
- Manages an accurate, comprehensive and up-to-date data base of incidents and reports; related index files such as property, impounds and family fights; updates disposition on each case and enters changes into a computer information database
- Ensure maintenance of office equipment
- Order Supplies and equipment
- Maintain files, records, and digital police evidence as assigned
- Evidence Scribe (subject to call out)
- Transcription of police interviews
- Performs as certified operator of state (BCI) and national computer systems
- Enter documents into records management database
- Ensure NIBRS, Use of Force, and other state/federal reporting requirements are met on or before their respective due dates
- Coordinate with the County and City Attorneys and ensure complete, timely and accurate case submissions (subject to call out)
- Locates police reports and makes copies for the officers, public, attorneys and insurance companies
- Other duties as assigned

Knowledge and experience:

1. Must have a High School Diploma or GED
2. Must have 2 years of training or experience in office management
3. Familiarity with police procedures preferred

4. Must be able to type at least 35 words per minute
5. Must be computer literate and familiar with most office software
6. Must be a certified Police Records Officer (or able to obtain certification within 6 months, or otherwise assigned by the Chief of Police)
7. Must be familiar with legal terminology
8. Must be able to maintain strict confidentiality related to sensitive administrative and legal information
9. Must be able to communicate effectively, verbally and in writing
10. Must be able to work under time pressures and work deadlines
11. Must be able to exercise initiative, independent judgment, and to act resourcefully under varying conditions

Interpersonal and Communication Skills:

Must be able to communicate in person and on the telephone with co-workers, and others. Must be able to read and write reports, letters, and other business correspondence.

Physical Requirements and work environment:

While performing the duties of this position, the employee is occasionally required to stoop, kneel, crouch, or crawl while filing or handling other office responsibilities; may require lifting up to 10 pounds. The employee is frequently required to sit, use hands to finger, handle, or feel tools and controls such as when working with the computer; reach with hands and arms while filing; and communicate via phone and in person to customers, developers, and vendors. Must have close vision ability for filing and spending extended periods of time on the computer.

Attendance and punctuality:

Regular and predictable attendance and proper notification/communication in the event of absence or tardiness are essential requirements of this position.

Supervisory/Management Skills:

This position does not have any supervisory responsibilities