

CITY OF McCLEARY

JOB DESCRIPTION

Job Title: Part-time Police Records Clerk

Department: Police Department

Reports To: Chief of Police

Effective Date: 05/20/2019

POSITION PURPOSE:

This position assists in operating the police department and performing a wide variety of administrative tasks that allow commissioned officers to provide more patrol services. This position also provides service to the public and other law enforcement agencies.

SUPERVISION RECEIVED:*

- o Works under the direct supervision of the Chief of Police

SUPERVISION EXERCISED:*

- o None.

ESSENTIAL DUTIES AND RESPONSIBILITIES - *Essential duties and responsibilities may include, but are not limited to, the following:*

- o Receives the public in person and on the telephone, gives accurate information about police operations, answers common procedural questions, provides area information, and facilitates accurate referrals to other services as needed;
- o Operates office equipment and performs word processing;
- o Provides general and specialized information regarding police department functions that requires the use of judgment, tact, sensitivity and maintains confidentiality of all information;
- o Enters data from citations and reports into the Records Management System;
- o Accurately enters police information in State NIBRS reporting program;
- o Processes background checks and applications for Concealed Pistol Licenses, dealer licenses and Weapons transfers;
- o Processes and logs Public Disclosure Requests;
- o Works with City and County Prosecutors to accurately route and distribute police reports;

- o Processes and enters warrants, protection orders, missing persons, and other stolen items into ACCESS databases;
- o Works with and assists police officers in work that fulfills the department's mission;
- o Other duties as assigned.
- o The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

WORKING CONDITIONS

- o Work is performed in an office setting on City premises, during a regularly scheduled shift. The individual may be required to work alone. The Police Records Clerk will be required to work with computers, may be required to perform repetitive motion tasks, and to lift and carry up to 20 pounds. The Police Records Clerk may be witness to or be exposed to physical violence.

CONTACTS AND RELATIONSHIPS:

- o In addition to contact with individuals having business with the Court or Police Department, the Police Records Clerk will routinely have contact with the District Court and Superior Court, the police department, the public defender, the city attorney, private attorneys, and various other agencies. These contacts are by writing, email or by phone, and are exclusively to provide or collect information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The individual in this position must have the ability to communicate in person, by email or via telephone to interact with others. Operation of computers and other office equipment is an essential job function. Must have the ability to produce handwritten documents. Must be able to lift and/or carry up to 20 pounds.

QUALIFICATIONS:

Education, Training and Experience Guidelines:

- o High School diploma or G.E.D;
- o Experience and education in keyboarding and office practices;
- o One year of office experience in law enforcement or related field desired;

Knowledge of:

- o The operation and understanding of personal computers and typical office equipment;

- Microsoft Office Products.

Ability to:

- Communicate effectively both orally and in writing including the ability to manage circumstances involving conflict and upset people;
- Work in a team environment by assisting others, being adaptable to changing circumstances while being pleasant and professional;
- Organize, prioritize and multi-task;
- Type at least 40 words per minute proficiently;
- Pass a background investigation and a polygraph examination.

LICENSE OR CERTIFICATE REQUIREMENTS

- Level II Access Certification or ability to obtain through Washington State Patrol within six (6) months of employment. Employment is conditioned on passing a stringent background check including criminal and job histories.
- Experience serving as the Terminal Agency Coordinator for Washington State Patrol ACCESS (A Central Computerized Enforcement System) is preferred.
- This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job.
- Confidentiality is a requirement as this is a highly confidential position.