

RECORDS CLERK

FLSA: Nonexempt

GENERAL SUMMARY

The records clerk is a confidential clerical position responsible for the maintenance and control of the police record/filing system and the issuance of licenses to various vendors. Work is performed within specific City ordinances, departmental policy and State legislation. Supervision is received from a first level departmental supervisor.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Files departmental correspondence; generates searches for files as requested
- Files departmental confidential police records and maintains support index system
- Assembles correspondence, informational reports and related requests from source documents; uses standard office equipment to assemble facts and figures into a relevant document on a predetermined format
- Prepares records for and microfilms records
- Issues licenses and permits as provided under City ordinances and departmental policy
- Enters confidential records on police computer network
- Completes departmental typing for licenses, permits and requests by officers
- Provides general information to other agencies and the public either in writing or verbally regarding City and departmental policies, ordinances, directions and related information
- Collects fees and deposits to the City Treasurer
- Checks and provides public information documents on request by for the public
- Performs related work as assigned by supervisor within the general knowledge, skills and abilities set forth

KNOWLEDGE, SKILLS AND ABILITIES

A high school diploma with two years of clerical experience, with one in police records systems, or any combination of experience and training to provide for the following knowledge, skills and abilities:

- Possess and maintain a valid Michigan Driver's License
- Knowledge of police office/record management
- Knowledge of data entry for micro-computer via telephone modems
- Proficiency with: computers for word processing and spreadsheet applications, calculator, facsimile machine, photocopier and typewriter
- Knowledge of City streets and geographical limits
- Knowledge of departmental officer assignment locations
- Knowledge of basic business correspondence, English, spelling, grammar and arithmetic
- Ability to type 50 w.p.m. accurately

- Ability to search files with little information to collect/assemble data
- Ability to explain in nontechnical terms police office procedures, ordinances and policies to the general public
- Ability to transcribe/explain data correctly and accurately
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public

PHYSICAL DEMANDS

The physical demands characterized here epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to properly perform the integral functions of this job, the employee is occasionally required to: stand or walk and stoop or kneel. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks that the employee is able to: talk or hear; use hands to finger, handle, or feel; and reach with hands and arms extensively.

The employee in this classification will be required to frequently lift object of up to 10 pounds in weight. Occasionally, the employee will have to lift/move objects of up to 25 pounds in weight. Vision requirements for this position include close vision and the ability to adjust focus.

WORKING CONDITIONS

Employees in this position perform job duties in a climate controlled office environment, with a moderate noise level.

AUTHORIZATIONS

Amy Walker
Amy Walker, Chief of Police

2/14/11
Date

April McGrath
April McGrath, Director of Administrative Services

2/14/11
Date

Edward B. Koryzno, Jr.
Edward B Koryzno, Jr., City Manager

2/16/11
Date