

POSITION DESCRIPTION

POSITION TITLE: Records Clerk
DEPARTMENT: Police
DIVISION: Administration
FLSA: Non-Exempt
RETIREMENT: KPERS
EFFECTIVE DATE: **October 26, 2015**

GENERAL PURPOSE

Performs routine clerical, typing and transcribing duties required in the maintenance of Police Department and/or Animal Control records and reports. Performs duties as general receptionist, answering telephones and dealing with walk-in requests for service by citizens, which may include the handling/assistance of animals. These duties require alertness and accuracy in answering and transferring calls and a courteous and helpful attitude at all times. This position necessitates working with police and criminal history information that requires a high degree of confidentiality.

SUPERVISION RECEIVED

Work is accomplished under the supervision of the Records/Animal Control Supervisor following established procedures and requires some independent judgment.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed).

- Transcribes police reports, statements and general office correspondence from tape, disks or computerized dictation system, with the use of a word processing system, such as Microsoft Word.
- Enters and retrieves data entries into the in-house, state and national computer systems.
- Makes and distributes copies of reports to officers, courts, prosecutors, attorneys, other law enforcement agencies and the public, according to the laws, procedures and policies regarding dissemination.
- Scans and files report into proper file categories and locations.
- Assists other criminal justice agencies in obtaining police reports, criminal histories and DL printouts.
- Operates copying machine, fax, document scanner, multi-line phone set and other various pieces of office equipment.
- Assists walk-in customers by making copies of police reports, registering bicycles, and other public contact by answering routine non-technical questions; directs other questions to proper persons; graciously receives complaints or routes them to the appropriate division.
- Answers incoming telephone calls and routes calls to appropriate individuals in the Police Department, City Hall and the Justice Center.

- Performs record checks as required, and according to law and department rules and procedures.
- Collects and accounts for cash funds and checks generated from providing various services to individuals and agencies.
- May perform other duties as assigned.

PERIPHERAL DUTIES

May assist with handling, treatment and care of animals at Animal Control.
 Sorts and distributes mail for the Justice Center.
 May help train new employees.
 May serve as a member on various department committees.

MINIMUM QUALIFICATIONS

Experience & Education:

- Must be a US Citizen.
- Graduation from HS or GED equivalent.
- Must not have ever been convicted of a felony.
- Must not have been convicted of a misdemeanor within the last 5 years, except minor traffic related incidents.
- Typing speed of **30 WPM** (test administered at Leavenworth Workforce Partnership Center.)

Necessary Knowledge, Skills and Abilities:

- Successfully transcribe oral dictation.
- Proficiency with business English, spelling, grammar and punctuation.
- Knowledge of basic arithmetic.
- Knowledge of modern office practices and procedures.
- Ability to transcribe from various dictating devices onto a computerized word processing system.
- Ability to deal courteously and tactfully with the general public at all times.
- Ability to develop and maintain effective working relationships with the public, departmental personnel and other city employees.

SPECIAL REQUIREMENTS

Must successfully pass background investigation and polygraph examination.
 Must be able to attend and pass NCIC certification within 6 months of employment.
 Must be able to attend training out of town and occasionally out of state.

DESIRABLE QUALIFICATIONS

Experience and/or training in business telephone communications.
 Experience in the operation of computer equipment and software.
 Experience in criminal justice record keeping.
 Experience with data entry and document scanning.
 Undergraduate or Business College courses in general business subjects, law enforcement or computer sciences.
 Thorough working knowledge of computerized word processing systems, especially MS/Word.

TOOLS AND EQUIPMENT

Copy machine, fax, document scanner, multi-line phone set and other various pieces of office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit for long periods of time, to speak clearly and distinctly and to hear. The employee must be able to input information into computer keyboard. Must be able to read printed and electronically reproduced material. Must be capable of lifting and carrying items up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals must be able to work under crowded conditions. The noise level in the work environment is moderately quiet. Work may be disrupted frequently, by persons and telephone calls.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

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.

The 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 change.

APPROVING AUTHORITY:

Department Head

Date

HR Director

Date