

City of Marinette Classification Specifications

Classification Title:	<u>Police Records Clerk</u>	Department:	Police
Pay Grade:	5	FLSA:	N
Date:	March 2004	Reports To:	Chief of Police

Purpose of Classification

The purpose of the position in this classification is to perform clerical, secretarial and administrative tasks under the direction of the Police Chief.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Answers non-emergency administrative telephone calls to the police department and directs calls to appropriate persons/agents.
- Prints and files computer aided dispatch log.
- Performs customer service tasks. Receives parking citation fine payments.
- Photocopies accident and incident reports.
- Enters incident and accident reports, traffic citation, arrests, motor vehicle tow history, evidence/property files and bicycle registration information to computer records.
- Files daily arrest cards and citations. Updates information sheets. Retrieves citations for court (adult and juvenile).
- File suspect photographs.
- File case folders.
- File juvenile fingerprint cards.
- Files incident/accident reports and restraining orders. Updates changed restraining orders.
- Cuts newspaper clippings for press book.
- Calls in street light outages to Public Works Department & Wisconsin Public Service Corporation.
- Changes computer printer ribbons and replenishes paper supplies. Performs computer operator maintenance tasks.
- Enters supplemental reports for officer information. Enters traffic surveys/warning, type schedules

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- Participates in on-going training regarding assigned duties.
- Complete background checks for bartender license.
- Prepares press releases.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Types letters, memos, forms, reports, etc. for management personnel. Assists the police secretary as needed and time allows.
- Operate CAD System
- Updates photo files.
- Obtain/maintain TIME certification and enter/validate/supplement/modify TIME warrants/entries under TIME regulations.
- Transcribes incident supplemental reports.
- Makes radio communications to support patrol/investigative units for administrative purposes.
- May dispatch police, fire, EMS during transition period to centralized dispatch.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, with one to two years with demonstrated automated office system proficiency, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as animal control forms and reports, incident and accident reports, citations, vehicle registration information, driver license information, criminal histories, training information, warrants, directories, maps, HAZMAT policies, evacuation plans, alarm procedures, lists, Department policies, computer software operating manuals, technical operating manuals, State statutes, City ordinances, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally, occasionally in stressful or emergency situations, and in writing with the general public, Department personnel, emergency response personnel, social service personnel, other law enforcement agency personnel, insurance company personnel and attorneys.

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Mathematical Ability

- Ability to add and subtract, multiply and divide.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in emergency situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as computer terminal, typewriter, telephone, computer printer, fax machine, tape recorder, paper shredder and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert light physical effort in sedentary to light work.
- Ability to recognize and identify degrees of similarities or differences between characteristics of sounds associated with job-related tasks. Ability to sustain prolonged visual concentration.

Environmental Adaptability

- Ability to work under moderately safe and comfortable but stressful conditions where exposure to environmental factors such as repetitive use injury from keyboard use and irate/abusive callers can cause discomfort and where there is little risk of injury.

The City of Marinette is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date