

Classification: Non-exempt

Range: 90
(\$14.52/hr.)

Brush Police Department
RECORDS CLERK

General Statement of Duties: Works under the direct supervision of the Chief of Police. Responsible for department records.

Essential Functions

- Responsible for Records Management for the Brush Police Department
- Maintains Police Department Record Retention and Destruction Plan
- Responds to customer inquiries and correspondence
- Answers telephones
- Handles money
- Serves as Secondary Evidence Custodian
- Assists with Municipal Court
- Applies for and oversees department grants
- Serves as CJIS Operator

Examples of Duties:

The following duty statements are not intended and should not be interpreted to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this position. Other duties and responsibilities are performed as assigned.

- Responds to customer inquiries via phone and direct contact. Responsible for providing all customers and the public with excellent service.
- Serves as Records Clerk. Oversees Police Department records and is responsible for receiving/processing, organizing, storing, and retaining various documents and records. Maintains Police Department Record Retention and Destruction Plan.
- Responsible for office supplies and equipment purchasing.
- Prepares Police reports for submission to District Attorney's Office, including all eDiscovery submissions.

- Responsible for accurate and timely data entry and reporting to various County, State and Federal agencies.
- Maintains City of Brush and Brush Police Department Contact Information in conjunction with Morgan County Communications Center.
- As secondary evidence custodian, will assist with evidence as directed.
- Acts as CJIS operator and is responsible for accurate and timely data entry.
- Transcribes recordings for investigations when necessary.
- Performs all other duties as assigned by the Chief of Police, or his designee.

Job Requirements and Difficulty of Work:

Must have already passed or will pass all required CCIC and NCIC testing within 90 days of hire

Must pass extensive background check in order to work with the CCIC and NCIC systems

Maintains a professional working relationship with Officers and City staff

Must demonstrate strong computer skills and technical abilities.

Demonstrates excellent phone etiquette.

Demonstrates ability to prioritize and multi-task.

Demonstrates ability to understand and follow directions.

Demonstrates ability to work with the public.

Demonstrates ability to perform excellent customer service.

Maintains loyalty and confidentiality.

Considerable knowledge of modern office practices, procedures and equipment.

Must demonstrate knowledge and application of correct grammar, spelling and punctuation.

Thorough knowledge of regulations and operating policies and procedures, some of which may be acquired through on-the-job training.

Demonstrates the ability to work under stressful and demanding conditions.

Exercises sound judgment and works independently.

Revised: 01/02/2019

The employee shall work well under pressure, meet multiple and sometimes competing deadlines.

The employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.

Physical Requirements and Work Environment:

The job's physical demand requirements place the position in the *Sedentary* category according to the U.S. Dept of Labor's Dictionary of Occupational Titles, Volume II, Fourth Edition, Revised 1991

Occasional (up to 33%) Frequent (34%-66%) Constant (67%-100%)

Requires standing, walking, squatting, kneeling, carrying and overhead reaching occasionally.

Requires sitting, angular reaching, wrist flexion/extension, supination/pronation (wrist/elbow rotation) and grasping constantly.

Must be able to carry paperwork with one hand occasionally and carry various office objects of varying weight with 2 hands.

Must be able to lift various office objects of varying weight.

Work is performed in a standard office environment.

Requires sustained attention and feeling sensation.

May require overnight trainings at various locations.

Qualifications:

High School diploma or equivalent required.

Must be at least 21 years of age.

Must have already passed or will pass all required CCIC and NCIC testing within 90 days of hire.

Must be proficient in Microsoft Word, Excel, and Access.

Continuing education is required.

Minimum of Associate Degree in Business or two years college education in a business related field preferred.

At least three years progressively responsible office experience preferred.

Revised: 01/02/2019