



# CITY OF PHOENIX

## Police Records Clerk

### Job Announcement

#### ABOUT THE POSITION

The City of Phoenix is seeking a Police Records Clerk to perform specialized confidential clerical work which involves receiving, filing, maintaining, and releasing records related to criminal justice. Work involves long periods of sitting at front desk, heavy phone usage, computer work, and front counter assistance to officers, the public, and other City staff. Information retrieved and released must be accurate and released only to authorized personnel. Work is supervised by the Chief of Police.

**Hours:** Full-time / non-exempt

**Salary Range:** \$3,149 per month - \$4,018 per month (starting salary is based on qualifications)

**Benefits:** Medical/dental/vision insurance, employer-funded HRA-VEBA, Oregon PERS retirement benefits.

#### THE PERSON

The ideal candidate will be able to perform clerical work on all standard office equipment; be proficient with Microsoft Office software and databases; perform queries and data entry for LEDS and NCIC; perform fingerprinting; process case reports and citations for the court and DA's office; and assist in required research and file-pulling for preparation of the court docket. They will also possess the ability to provide technical information to City staff and citizens and interpret City rules within defined areas of activity; perform record checks in response to law enforcement inquiries, respond to information requests from police, other law enforcement officials and other public sectors; and take and relay messages via phone, computer, radio, or written communication. Additional expectations include the ability to learn job-related material through oral instruction and observation in an on-the-job work setting and work cooperatively and communicate tactfully with other City employees.

#### DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- **Education:** Graduation from a high school or G.E.D. equivalent with specialized course work in complex office practices such as computer entry & retrieval, multi-tasking, and working with confidential and sensitive information.
- **Experience:** Five (5) years of increasingly responsible related clerical or administrative experience, or any equivalent combination of related education and experience.
- **Substitution:** Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.
- **Additional Requirements:**
  - Submit to a fingerprint-based criminal records check, a background investigation and pre-employment drug screening;
  - Pass LEDS test and become LEDS certified;
  - Be able to accurately file and maintain numeric and alphabetic filing systems; and
  - Possess working knowledge of and experience with Central Square Reports Management System.

#### APPLICATION PROCESS

For application instructions, please visit [How Do I - Apply For A Job](http://www.rvcog.org) at [www.rvcog.org](http://www.rvcog.org). **A cover letter, current resume, and completed Phoenix Police Department Employment Application are required to apply for this position.** Applicants must submit application materials no later than 0700 hours on Friday, December 3, 2021. *Preference will be given to applicants with Police Department Records Clerk experience and/or who are currently LEDS certified.*

