

JOB DESCRIPTION
CITY OF PHOENIX OREGON
POLICE RECORDS CLERK
(Updated: January 4, 2016)

Overtime: Non-Exempt

Salary Range: Determined by CBA

CLASSIFICATION SUMMARY:

An employee in this class is trained and performs under the direct supervision of the Chief of Police for a variety of specialized clerical and administrative tasks in support of the police department function to process and maintain police records. Serves as the department's Criminal Justice Information Systems (CJIS) representative and is responsible for all administration and compliance matters relative to CJIS and the Law Enforcement Data System (LEDS).

SUPERVISION RECEIVED

Works under the close supervision of the Chief of Police.

SUPERVISION EXERCISED

May train and/or supervise the Police Administrative Assistant

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers the Information Systems for police department personnel, to include security clearances for criminal justice databases. Coordinates and trains personnel for various computer programs. Serves as the agency Law Enforcement Data Systems (LEDS) Representative and Criminal Justice Information System (CJIS). Participates and completes all required state and federal audits and reports. Attend annual LEDS workshops for certification updates on training and policies as required.
- Processes requests for police reports and records pursuant to policy and procedure.
- Serves as the primary contact to greet and assist the public, and respond to inquiries from employees.
- Routinely fingerprints public for the purposes of employment background checks.
- Commonly performs record check inquiries by accessing multiple criminal justice databases.
- Enters or retrieves classified data, such as warrants, stolen property or missing persons into National Crime Information Center (NCIC) and Law Enforcement Data Systems (LEDS) and follows the explicit policies set forth by LEDS and NCIC.
- Routinely reviews, prioritizes and processes incident, event and citation report information into records management system (RMS), while proofing and approving for accuracy and completeness.

- Opens, codes, and files incident case files and other departmental records, while responsibly maintaining and securing the storage of open and closed police files and related information.
- Registers sex offenders and makes proper notifications to Oregon State Police.
- Occasionally prepares police incident reports, for example, found property, towed vehicles or sex offender registrations.
- Processes all judicial orders to expunge or seal records.
- Utilizes a multi-line phone system and performs other administrative and clerical duties as needed.
- Operates fax, copier, scanner, and other office equipment as needed.
- Performs all work duties and activities in accordance with City policies and procedures.
- Works in a safe manner and reports any unsafe activity and conditions.
- Serves as Police Department's representative on City's Safety Committee.

PERIPHERAL DUTIES

Assists the Chief of Police as needed.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) 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.
- (B) Five (5) years of increasingly responsible related clerical or administrative experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Business English, spelling, sentence structure and punctuation. Working knowledge of computers and data processing; knowledge of modern office practices and procedures.
- (B) Ability to develop knowledge of a considerable range of procedures, techniques, and perform multiple tasks with numerous interruptions.
- (C) Communicate clearly and concisely, orally and in writing, using courteous and effective customer service skills.
- (D) Ability to convey information pertaining to fee schedules to the public.
- (E) File and maintain office records for efficient retrieval of information.
- (F) Demonstrate integrity and ingenuity in the performance of assigned tasks.
- (G) Knowledge of public records and disclosure regulations.

SPECIAL REQUIREMENTS

- Must possess a valid Oregon Driver License or be able to obtain by time of employment.
- Must pass a police background check and Criminal Justice Information System (CJIS) security clearance.
- Must obtain an advanced (entry/update) Law Enforcement Data System (LEDS) certification within 60 days of hire and maintain mandatory certification while employed.

TOOLS AND EQUIPMENT USED

Phone (digital station console system), electronic signature pad, direct-connect cellular phone, police radio, personal computer with various word processing, excel software and remote call taker dispatching capabilities, external CD/DVD drives, copy machine, fax-scanner machine, digital camera and calculator, as well as multiple law-enforcement related computer programs.

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 frequently required to sit, stand, and talk or hear. The employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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.

The noise level in the work environment ranges from low to moderate.

GENERAL

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 job 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.