



City of Talent

Police Records Clerk

Job Announcement

THE POSITION

Under general supervision of the Police Chief (and the Lieutenant, Sergeant, or Corporal when appropriate), the Police Records Clerk is trained to perform a variety of specialized clerical and administrative tasks in support of the police department's function to process and maintain police records. The ideal person will serve as the department's Criminal Justice Information Systems (CJIS) representative and will be responsible for all administration and compliance matters related to CJIS and the Law Enforcement Data System (LEDS). This position has no supervisory responsibility.

TYPICAL DUTIES

The following list is not meant to be all-inclusive. Please see the Job Description for more information!

ESSENTIAL JOB FUNCTIONS:

1. Administers the Information Systems for police department personnel, including security clearances for criminal justice databases. Coordinates and trains personnel for various computer programs. Serves as the agency's 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.
2. Processes requests for police reports and records pursuant to policy, state, and federal laws.
3. Commonly performs record check inquiries by accessing multiple criminal justice databases.
4. Enters or retrieves classified data, such as warrants, stolen property, or missing persons, into the National Crime Information Center (NCIC) and Law Enforcement Data Systems (LEDS) and follows the explicit policies set forth by LEDS and NCIC.
5. Routinely reviews, prioritizes, and processes incident and citation report information into the records management system (RMS), while proofing and approving for accuracy and completeness.
6. Opens, codes, and files incident case files and other departmental records, while responsible for maintaining and securing the storage of open and closed police files and related information.
7. Registers sex offenders and make proper notifications to the Oregon State Police.
8. Occasionally prepares police incident reports, for example, found property, towed vehicles, or sex offender registrations.
9. Processes all judicial orders to expunge or seal records.
10. Answer phone and provide information.

MINIMUM REQUIRED:

- ✓ High School Diploma or General Equivalency Diploma (GED).
- ✓ At least one (1) year of related work experience, which includes computer use or a satisfactory combination of education and experience.
- ✓ Possess a valid driver's license at the time of hire with an acceptable driving record per City Policy, and must maintain it as a condition of continued employment.
- ✓ Provide documentation of legal eligibility to work in the United States.
- ✓ Pass a thorough background investigation, including drug and alcohol screen, driving record, criminal record check, psychological exam, and character references.
- ✓ No Felony convictions.

NECESSARY KNOWLEDGE, SKILLS, & ABILITIES:

To successfully perform this job, one must possess the following:

- ✓ Knowledge of standard office practices and procedures; office machines, English, spelling, grammar/vocabulary, and math.
- ✓ Strong organizational skills, verbal and written communication skills, and intermediate to advanced computer skills. Skill and ability to research, retrieve, collect, analyze, and interpret data; use filing systems and prepare written reports.
- ✓ Ability to use word processing, databases, and spreadsheet applications. Ability to prioritize and multitask. Ability to represent the department professionally, communicate orally with department staff, citizens, and other departments and agencies to give and receive information courteously. Able to read and understand and follow written and verbal instructions; think clearly and make logical decisions in stressful situations. Ability to deal courteously, but firmly, with the public. Ability to organize and administer the department's motor pool services. Ability to maintain strict confidentiality. And the Ability and willingness to learn and adapt to new systems, and new processes as needed to perform the essential functions.

SALARY

The successful candidate will be placed in the salary range based on experience and qualifications.

Salary Range: \$4,150.10-\$5,296.60

Terms: Full time, 40 hrs/wk, Non-Exempt, Union Represented

APPLICATION PROCESS

To apply, please email a **cover letter describing how your experience prepares you to succeed in this role, a current resume, and a completed Employment Application** to HumanResources@RVCOG.org

This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified. **Initial review of applications will take place on September 19, 2025.**

WORKPLACE ACCOMMODATIONS NOTICE

The City of Talent is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classification protected by law.