



# City of Talent

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**Job Title:** Police Records Clerk

**Department:** Police Department

**Union Status:** General Unit-Non-exempt

**Personnel Status:** Full-Time

**Salary Range:** \$23.94-\$30.56/hour

\$4,150.10- \$5,296.60/month

\$49,801.20- \$63,559.20/year

## GENERAL DESCRIPTION:

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's 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 related to CJIS and the Law Enforcement Data System (LEDS).

## SUPERVISION:

The Police Records Clerk works under the general supervision of the Police Chief. May also receive direction from the Lieutenant, Sergeant, or Corporal. This position has no supervisory responsibility.

## DUTIES AND RESPONSIBILITIES:

This list is an example of tasks the employee may be expected to perform, but it is not intended to be all-inclusive.

- Assist other staff members with an understanding of various computer systems and departmental processes.
- 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.
- Processes requests for police reports and records pursuant to policy, state, and federal laws.
- Serves as the primary contact to greet and assist the public and respond to inquiries from employees.

In compliance with the Americans with Disabilities Act, if you need special assistance, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896.

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- 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 the 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 and citation report information into the records management system (RMS), while proofing and approving for accuracy and completeness.
- 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.
- Registers sex offenders and make proper notifications to the 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.
- Answer phone and provide information.
- 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 the Police Department's representative on the City's Safety Committee.
- Schedule and maintain vehicle for maintenance records.
- Develop and maintain positive, cooperative, team-oriented relationships with co-workers, managers, customers, and others you may come in contact with during the scope of employment.
- Perform crime analysis, compile and interpret statistics, and create presentations based on the information.
- Contributes to an overall productive and respectful work environment by providing excellent customer service and working in a positive, collegial manner at all times.
- Purchase supplies and equipment as directed.
- Assist with coordinating and supporting police volunteers.
- Delivery of documents, evidence, and materials to official locations and transportation to and from meetings is required.

#### **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.

**MINIMUM REQUIRED:**

- High School Diploma or General Equivalency Diploma (GED).
- 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.
- At least one (1) year of related work experience, which includes computer use or a satisfactory combination of education and experience.
- 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.

**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.

While performing the duties of this position, the employee generally works indoors in an office environment. The noise level in the work environment is usually moderate and lighting is adequate. The employee is rarely exposed to hazardous conditions; however, the employee may potentially be exposed to unknown and dangerous conditions, such as intoxicated or violent persons or dangerous items of evidence. The employee may also be exposed to disturbing and graphic images such as pornography, child pornography, and violence.