RECORDS CLERK
SALARY RANGE: C $2,761.25 - $3,356.32 per month

REPORTS TO: Administrative Assistant

GENERAL RESPONSIBILITIES:

Under immediate supervision, performs variety of specialized clerical tasks involving the processing of arrest warrants, jail bookings, crime reports and related matters; and performs related duties as required.

EXAMPLES OF DUTIES:

Duties include but are not limited to those described below. Under close supervision, processes law enforcement reporting; as authorized, gives out general and confidential information verbally and in writing; transcribes and proofreads crime reports, enters and verifies statistical data on computer; enters, verifies and retrieves data and information using CLETS terminal; provides assistance to the public in person, via telephone or correspondence; provides clerical assistance to the department, files a variety of forms, records, documents and correspondence; distributes crime reports, computer scans records and documents; completes written requests for information from other authorized agencies; updates and maintains manuals, records and other information; researches written information for background investigations to assist authorized agencies; operates a variety of office equipment including computers, Dictaphone, copier, paper shredder, typewriter, calculator and computer scanning equipment.

DESIRABLE QUALIFICATIONS:

Knowledge of: Proper English, spelling, grammar and punctuation; alpha/numeric filing systems; general office procedures.

Ability to: Perform clerical work involving use of independent judgement requiring accuracy and speed; use vocabulary, spelling, grammar in a proficient manner; make mathematical computations and keep accurate records; understand and carry out oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE: High School education or the equivalent and one year of experience in general clerical work. Experience with computers. Minimum typing speed of 45 words per minute. ***Typing certificate Required.*** **Bilingual preferred. Position will include a six month probationary term.**

Valid Class C Drivers' License Required.

ALL FULL-TIME EMPLOYEES ARE REQUIRED TO HAVE A VALID CONTACT TELEPHONE.

EMPLOYEES SHALL WORK HARMONIOUSY WITH ALL CITY EMPLOYEES.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

Amended 11/19/2019