



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Police Records Clerk	DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: Support Operations Lieutenant	GRADE/RANK: 6
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs responsible clerical and technical work in coding, reporting, filing and researching police records.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Receives and processes all daily paperwork;
- Processes and logs arrest records and assigns UCR number;
- Codes complaint, arrest, offense and traffic reports;
- Answers telephone, provides information, and assists the public;
- Performs criminal history research, compiles and updates records;
- Updates records subsequent to court citations;
- Maintains evidence/property room and documents the location of all items;
- Types reports for officers and commanders;
- Processes requests for reports, receives, receipts and accounts for fees;
- Processes accident reports, codes for computer, answers questions and processes requests for information;

- Provides appropriate information to police agencies, insurance carriers, attorneys and the public;
- Prepares, researches and maintains data and records;
- Assists in the preparation of periodic and special reports;
- Verifies statistical and other records for accuracy and completeness and;
- Performs related and clerical tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have the ability to perform a considerable volume of detailed record work in an accurate manner and apply policies and procedure in an objective, consistent manner. Must have the ability to maintain files, keyboard accurately, possess customer service skills, and have the ability to maintain information in a confidential manner. Must have computer skills including Microsoft Office and records management software and the ability to follow written and oral directions and to establish and maintain effective working relationship with others.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in general clerical and data entry work.

SPECIAL REQUIREMENTS:

Must be able to process various types and a large volume of police records while maintaining high level of confidentiality. Position serves as Evidence Custodian for the police department's evidence and property function.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is sedentary work requiring the exertion of negligible amount of force constantly to move objects, up to 10 pounds of force frequently and some light work requiring the exertion of up to 20 pounds of force occasionally. Work requires stooping, reaching, fingering, grasping and repetitive motions; typing/word processing requires the ability to perform repetitive tasks involving fine motor skills. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is not subject to adverse environmental conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

This position does not supervise other staff members. Work is performed under regular supervision of a Police supervisor.

EXAMPLES OF EXPECTED DECISION MAKING:

Not applicable for this position.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Police Records Clerk will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Chief of Police and Chief Human Resources Officer

Revised Date: 2019