

POLICE RECORDS CLERK

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate clerical and technical work in coding, reporting, filing and researching police records involving EDP systems; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required 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 worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Receiving, processing and preparing police records, dispositions and reports; answering telephone; assisting citizens; processing mail.

Types arrest, offense and supplemental reports for police officers and detectives;

Codes complaint, arrest, offense and traffic reports for data processing purposes;

Answers telephone, provides information, assists the public;

Performs criminal history research, compiles and updates records;

Updates records subsequent to court citations;

Enters statistical data and reports on CRT;

Processes requests for reports, receives, receipts and accounts for fees;

Processes accident reports, codes for computer, answers questions and processes requests for information;

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;

May serve as police dispatcher and terminal agency coordinator as assigned;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of modern record keeping procedures and practices; general knowledge of police forms, terminology and records; general knowledge of departmental programs, policies and procedures; ability to perform a considerable volume of detailed record work; ability to maintain files; ability to type accurately and at a reasonable rate of speed; ability to operate general office equipment; ability to follow written and oral directions; ability to establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in general clerical work including the use of data processing systems.

SPECIAL REQUIREMENTS:

Must acquire N.C.I.C. and TIES Certification. Possession of an appropriate driver's license valid in the State of Tennessee.