

POLICE RECORDS CLERK (Part- Time)

REPORTS TO: Chief of Police
EFFECTIVE DATE: December 31, 1994
AMENDED: March 12, 1998
AMENDED: January 20, 2009
AMENDED: August 3, 2020

NATURE OF WORK

This position combines responsible and varied clerical work with highly specialized technical computer work in areas of Records Management, Criminal Histories and NCIC (National Crime Information Center) Hot Files. This position requires knowledge of State Statutes, Minnesota Offense Coding, researching, and reading of Criminal Histories (including verification of information on fingerprint cards and maintaining and destroying Criminal Histories according to State Statutes), and NCIC data requirements.

The Police Records Clerk, under supervision of the Chief of Police, is also responsible for data dissemination to suspects, victims, insurance companies, government agencies, court personnel, and the media, requiring a working knowledge of the Minnesota Data Practices Act regarding the release of information. Work in this position requires a high level of confidentiality due to access to sensitive information and is generally carried out with minimal supervision or direction.

DUTIES

- A. To maintain manual and automated police information systems and records.
- B. To prepare reports and process requests for information.
- C. To coordinate the activities of police records.
- D. To coordinate the city's Administrative Fines program.
- E. To provide technical support on assigned police projects.

ACCOUNTABILITIES

1. Maintaining manual and automated police information systems and records.

- A. Maintaining a computerized information system of police records.
- B. Coding data for computer input.
- C. Operating a terminal to input and retrieve data on local, state, and nationwide computer systems.
- D. Entering, verifying, modifying, and canceling of state and national 'Hot File' records, as necessary.
- E. Operating the computer as needed to perform backup operations.
- F. Receiving calls and recording critical information for police records.
- G. Classifying, indexing, sorting, and arranging information.
- H. Comparing, matching, checking, and verifying information.
- I. Accepting and processing applications for handguns.
- J. Searching files for data relating to specific cases or individuals

2. Preparing reports and processing requests for information.

- A. Operating the computer to run routine reports.
- B. Compiling statistical information.
- C. Performing mathematical computations.
- D. Preparing and distributing reports on criminal activity.
- E. Maintain a working knowledge of current state data privacy guidelines
- F. Processing requests for information in accordance with local, state, and federal laws.
- G. Consulting with the attorney as needed in processing special requests for information
- H. Entering and managing media files for New Records Management System
- I. Compiling case data and sending files to County Attorneys Case Referral System
- J. Giving information to the public over the phone or in person concerning arrests, missing persons, alleged stolen property, and other police business.
- K. Preparing computer reports. (ADHOC reports)
- L. Look up city ordinances and state statutes, take initial ICR reports and do report itself on occasion. (Matter of Record Only)
- M. Oversee department's participation in the Minnesota Crime Alert Network.
- N. Processing applications for handguns, providing technical support on assigned police projects, and compiling statistical data in the department as required.
- O. Dictation/ Transcribe reports from officer and statements from interviews
- P. Any other duties as assigned.

3. Coordinating City Attorney court dates for officers, certain activities, and other work assignments.

- A. Prioritizing incoming informing, requests, and work orders.
- B. Obtain current state and federal data privacy information/publications
- C. Consult with City and County Attorneys as necessary to facilitate charging and prosecution of cases.
- D. Purchasing of office supplies, office, and police department equipment.
- E. Providing clerical support to the Police Civil Service Commission, Public Safety Committee, and Civil Defense and Emergency Management Director.
- F. Compiling statistical data and provide clerical support for Police Department grant applications and associated reporting processes.

MINIMUM QUALIFICATIONS

1. Education and Experience,

- A. High school diploma (or GED) required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires completion of a prescribed course of instruction by the Minnesota Bureau of Criminal Apprehension in C.J.I.S. / N.L.E.T.S. / N.C.I.C. Basic Certification.

2. Knowledge and Skill Requirements.

Has general knowledge of the policies, procedures, and activities of the City and Police Department practices as they pertain to the performance of duties relating to the job of Police Records Clerk. Has general knowledge of the Police Department practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities. Can effectively communicate and interact with supervisors, members of the public and all other groups involved in the activities of the department. Can assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations, and technical skills. Can use independent judgment and work with little direct supervision which necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers and wide range of software applications.

Work Schedule: Generally, day shift, Monday through Friday, 24 hours per week.
Must be available for afterhours/weekend emergencies

Physical Requirements are those necessary to successfully perform the essential functions of this job:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to sit approximately 80% of regular workday.
3. Requires frequent use of personal computer, including word processing, data entry, multimedia data processing, page layout programs, telephone, copy machine, fax machine and document scanner.
4. The employee must occasionally lift and/or move up to 20 pounds
5. Specific vision ability required by this job includes close vision and the ability to adjust focus.

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.

1. The noise level in the work environment is usually moderately quiet.
2. This position required the employee to work in an office environment, indoors.

The City of Proctor is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.