

CITY OF ORTING

JOB DESCRIPTION

Job Title: Police Records Clerk

Department: Police Department

Reports to: Police Chief

SUMMARY DESCRIPTION

The Police Clerk is a full-time Fair Labor Standards Act non-exempt, non-Civil Service office/clerical position. A typical work week is Monday through Friday, 8am to 5pm with periodic attendance at weekend and evening meetings or events. The incumbent in this position is subject to a six (6) month probationary period. This position is part of a bargaining unit represented by the American Federation of State County and Municipal Employees (AFSCME) Local 120.

Under general supervision of the Police Chief, the Police Clerk performs a variety of office clerical related duties to support the activities of the Orting Police Department including records maintenance, copying, filing, letter writing, and other clerical duties as assigned by the Chief of Police.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

POLICE RECORDS MANAGEMENT

1. **QUALITY OF RECORDS:** Responsible for processing and insuring police records for accurate entry, security, retrieval, destruction and distribution. Coordinates with police supervisors to insure case completion and on-time data entry of police reports. Conducts continuous quality assurance status reviews of assigned Police Records, plans, and other office documentation to implement methods for ensuring record systems are maintained in accordance with the Revised Code Washington (public law) rules, regulations, space and other considerations. Prepares summary reports of police records and maintains records for court orders & associated processes within the Orting Police Department.
2. **EFFICIENCY OF RECORDS:** Responsible for researching current technologies in records retention, maintaining awareness of emerging technological developments and full utilizations of current city records retention, storage and retrieval system options.
3. **STORAGE AND MAINTENANCE OF RECORDS:** Manages all duties necessary to store and retrieve records, such as document scanning, computer file transfer and data entry. Responsible for maintaining short and long-term records storage areas. Organizes storage areas and conducts regular records disposal and destruction activities to comply with WA State statutes.
4. **COLLECTION OF RECORDS:** Processes and responds to public inquiries dealing with requests for police services of non-emergency matters. Oversees, and responsible for, the issuance of permits, licenses and related forms in accordance with established

procedures. Authority for and provider of, via phone and in person, service to citizens concerning public information and assistance regarding case reports, arrests reports, court records, warrants, subpoenas, citations, parking violations, and law enforcement procedures and policies of the Orting Police Department.

5. DESEMINATION OF RECORDS: Sole point-of-contact for public disclosure requests. Insures statute directed timeline is met and required redaction of reports for issuance to public & news media. Interfaces with insurance companies for processing of request concerning traffic violations and collision reports insuring public disclosure guidelines are adhered to for compliance with public law.

POLICE SUPPORT SERVICES

1. Oversees purchase, repair, distribution, replacement of needed equipment, supply replenishment and the ongoing operations / preventative maintenance of equipment such as copiers, scanners, multiple line phone systems, etc.
2. Performs criminal background checks as requested from police officers; forwards reports to requesting officer or agency.
3. Ensures that completed criminal cases are properly routed to the appropriate prosecutor and other outside agencies when needed.
4. Ensures inbound investigative requests or correspondence from outside agencies are forwarded to the appropriate persons within the agency.
5. Performs and assist in all duties necessary to maintain the diverse and effective functioning of the Orting Police Department by providing an interface point for police officers to the public concerning support services of non-criminal matters.
6. Responsible for scheduling/managing local facilities for public meetings.
7. Manages the Orting Police Department volunteer program for various aspects of the police department for both public and nonpublic activities. Directs volunteer(s) on file and data entry tasks to provide up-to-date information in records management. Directs volunteers in the completion of evidence disposal projects. (Foregoing duties required, because Evidence Technician is only available one day a week for four hours, therefore police administrative assistant /evidence assistant handles evidence interface issues with the public).
8. Responsible for identification badge preparation via computer program & issuance.
9. Utilizes software based finance tracking programs to monitor and track department accounting information in order to keep the Chief of Police and command staff up to date regarding department finances.
10. The Police Clerk will have contact with City employees and consultants on a daily basis, as well as contact with the Mayor, City Council members and Commissioners or other appointees. Routine contacts may include local business people, school personnel, developers, contractors, vendors, prosecutors, auditors, attorneys, members of the press, and some federal, state or county officials.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- Excellent written and oral communication skills.
- Computer experience with word processing, presentations and spreadsheets.

Ability to:

- Ability to work on multiple projects simultaneously in a fast-paced and challenging environment.
- Ability to follow projects to completion and meet deadlines.
- Ability to deal with the public courteously and professionally.
- Ability to follow directions carefully and to work independently.
- Ability to deal effectively with conflict, and present a professional, well-groomed and positive appearance at all times.

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: A high school or equivalent diploma and the ability to read write and comprehend at a level necessary for successful job performance.

Experience: Experience in customer service/public relations desired, the use of standard office machines and equipment, minimum four (4) years' experience in office or professional environment and minimum two (2) years' experience in governmental setting.

License or Certificate: Two (2) Year Degree or Certificate of Completion in Business Management

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment: Work is performed in an office setting. Close and constant work with computers exposes the individual to normal emissions from the computer monitor and repetitive motion tasks. The work area can be noisy at times.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; walk, stand or sit for prolonged periods of time; light lifting and carrying up to 25 pounds; bending, stooping, kneeling and operating office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.