

HEWITT TEXAS

Job Title: Records Clerk
Department: Police Department
Location: Hewitt Public Safety Facility
Reports to: Assistant Chief of Police
Date: 2/5/2018

Grade: 12	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Job Summary: Under general supervision, the Records Clerk performs a variety of routine clerical and administrative work in support of law enforcement activities. Represents the Police Department through interactions with the public in person, by phone, and in writing.

Essential Functions: Perform a wide variety of technical and clerical duties to include data entry, collecting animal registration payments, indexing, processing, maintaining, copying, and distributing technical and confidential law enforcement data and information including police reports, arrest reports, warrants, affidavits, search warrants, and subpoenas.

Perform a variety of record keeping functions including processing police reports, documents, files, records, logs, statistics, and case reports. Establish and maintain credibility of records systems. Ensure compliance with the requirements of UCR, Texas HEAT, Brady Bill, Open Records Act, and records retention policies and procedures.

Greet, provide information, and respond to questions and concerns from the general public. Operate and answer a multi-line phone.

Provide assistance to the Chief of Police and Assistant Chief of Police to make and distribute monthly and quarterly operational reports. Process keyless identification cards for Public Safety personnel. Participate in civil defense preparedness activities. Maintain effective working relationship with others.

Compile and total public safety statistics. Conduct comparative statistical analysis of reports to ensure accuracy. Keep track of office supply inventory. Maintain a clean and orderly work area. Ability to work independently in the absence of specific instruction or

supervision. Perform other related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Customer relations and service skills. Strong written and oral communication skills. Must have office and telephone etiquette. Knowledge of personal computers and word processing programs. Ability to type at least 40 wpm.

Required Education, Experience, and Qualifications: High School diploma or GED. Must have three (3) years of general clerical experience. Ability to work independently in the absence of specific instruction or supervision.

Preferred Education, Experience, and Qualifications: Five (5) years of clerical experience preferred.

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

This position requires sitting for prolonged periods of time. An incumbent stands, walks, and may twist, reach, bend, crouch, and kneel. May also grasp, push, pull, drag, and lift boxes of files and other office equipment weighing 50 pounds or less.

Machines, Tools, and Equipment: Office machines, computers, police radios, digital cameras, and Microsoft Office.

Expected Hours of Work: Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m.

Work Conditions/Environmental Factors: Work is performed in a standard office environment.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____