



The City Beautiful

City of Coral Gables Job Description

Job Title: Police Records Clerk II
Department: Police
Classification: 5012
Pay grade: 13C
FLSA: Non-Exempt

Prepared Date: 7/07
Approved By: M.L. Hammerschmidt
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Summary

This is responsible clerical and technical work in the Police Department's Records Section providing assistance to the department, other city departments and the public. Work involves the performance of a variety of office duties in a technical environment and solving problems utilizing computerized records systems.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Reviews Police reports for accuracy and completion making appropriate changes in authorized areas. Forwards reports requiring correction and/or additional information to officers and supervisors.

Maintains daily computerized case log and officer correction log. Prints case log and 911 logs.

Performs UCR classification and data entry of arrest reports, court dispositions, supplemental reports, incident reports, vehicle/vessel storage receipts and property loss reports.

Performs FCIC/NCIC validations and purge supplements.

Performs mobile name "candidating".

Performs research and statistical reports.

Performs time sensitive compliance with miscellaneous supporting documentation for continued CALEA accreditation.

Assists Police Records Clerk I personnel in data entry of accident reports and traffic tickets. Prints citation transmittal form and forwards to proper agency along with tickets.

Performs customer service duties to include answering phones, assisting visitors, and providing information. Responds to the public's requests for report copies and performs cashier duties in the collection of fees.

Performs clerical duties to include processing mail, making copies, faxing information, filing and printing reports. Operates computer, cash register, fax machine and other office equipment.

Retrieves reports from off-site facilities (warehouse), maintains current files and boxes old reports for storage to meet record retention standards.

Assists in training other Records Section personnel.

Performs departmental training, as necessary.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Considerable knowledge of modern office equipment including word processing systems and data processing equipment. Considerable skill in data entry using personal computers. Knowledge of Police Department policies and procedures, and knowledge of the policies, procedures and terminology of the Police Records Section. Knowledge of laws and regulations relating to public records and police record keeping.

In addition to computer, must have the ability to operate cash register; along with other office equipment, and type a minimum of 35 words per minute, and be able to maintain complex records. Ability to establish and maintain effective working relationships with departmental and other city employees, representatives of other agencies and the public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent required.

Minimum of 2 (two) years police record keeping and clerical support experience a must.

A comparable amount of training or experience may be substituted for the minimum qualifications.