

# CITY OF HELENA



**Position Title:** Records Clerk

**Department:** Police/SSD

**Position #:** 2602

**Grade:** Union Scale

**EEO Category:** (06) Administrative Support

**FLSA:** Non-Exempt

**EEO Function:** (04) Police Protection

**Work Comp Code:** 8810

## **DEFINITION**

Enters, maintains, and disseminates law enforcement records such as booking, warrants, alarms, and record checks, following departmental procedure. Records, controls, and retains all police and sheriff department reports on a support services basis. Performs a variety of responsible clerical and public contact duties for the police department, and the sheriff's office. Employees in this class serve as custodians of record.

## **SUPERVISION RECEIVED**

Under the general supervision of Support Services Lieutenant.

## **SUPERVISION EXERCISED**

None

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Receive and record reports, arrest records, subpoenas, and requests into the support services system.

Receive, process and accurately file booking correspondence, fingerprint cards, final disposition, and other court documents pertinent to bookings from the jail.

Decide which false alarms are chargeable and bill appropriately.

Receive fees and administers alarm permit system.

In compliance with confidentiality laws and regulations, handle criminal history backgrounds for the Court, County Attorney's office, FBI, and other agencies.

Process and record temporary restraining orders.

Collect fees for incident reports, or provides response with reasons as to why the request can not be honored.

Prepare deposits, maintain receipts and reconcile accounts.

Operate computer terminals.

Process incoming and outgoing mail, including sorting and distributing.

Prepare written response to Court subpoenas.

Perform clerical and record keeping duties for Support Services archives and judicial directive.

Conduct records checks for criminal justice agencies.

Provide customer services at the walk-up window, on the phone or electronically.

Print jail roster & post in lobby.

Lock & unlock front doors for business.

Manage crash reports by making copies for MHP and mailing them. Filing original record.

**Important & Essential Duties cont.:**

Assist with processing new registrations & paperwork for sexual & violent offenders, photographing offenders, sending in for fingerprints, confirm DNA collection, payment collection and maintain offender files.

Process, enter, file & copy missing person reports.

Process, enter, file, copy & pull local wants/warrants.

Assist with background checks on LCSO concealed weapon permits.

Initiate and maintain arrest jacket files.

Entry and removal of missing person entries, access restraining order information and warrants.

Serve as information point for Police Department and Sheriff's office, answers up to 7 phone lines within Department.

**OTHER JOB RELATED DUTIES**

Perform other duties as assigned.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Applicable State and Federal Laws.

Departmental policies and procedures.

Common accepted office practices related to filing, telephone etiquette and customer service.

**Skill to:**

Operate computers and other automated office equipment such as copy machines, printer, fax, phones, files and camera.

**Ability to:**

Edit and/or deny the release of police information and records, in compliance with State and Federal laws, regulations, department policy and common law.

Acquire a working knowledge of Police Departments and Sheriff's office procedures, terminology, and practices.

Acquire a wide variety of knowledge of statutes, commercial law, city/county ordinances, and the criminal justice system in general.

Effectively communicate with a wide variety of people, including Sexual and Violent Offender Registrants.

Pass a background investigation to handle confidential criminal justice information.

**Ability to cont.:**

Establish and maintain a positive working relationship with law enforcement and emergency service personnel, other law enforcement agencies, city and county employees, and the general public.

**Physical Demands/ Work Environment**

Involves work of a general office nature usually performed sitting, such as answering the phone and operation of a computer. Involves work of a general office nature usually performed standing, such as operation of a photocopier, a fax machine, and other office equipment. Involves customer service work that usually involves talking, hearing, and seeing. Ability to lift up to 25 pounds.

Involves movement between departments to facilitate workflow.

Can occasionally be hostile, negative, and stressful.

Key factors involve multi-tasking, hearing and vision functions in order to use hands and fingers to input or control radio, telephone and computer equipment.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience Training:**

Minimum of high school graduation or equivalent. Prior experience performing responsible clerical work, involving public contact.

Experience in using personal computers, and/or computer terminals.

Ability to type at a minimum of 35 correct words per minute.

**License or Certificate:**

Obtain CJIN/NCIC Certification (Department of Justice) within twelve months of hire.

A valid driver license and the ability to obtain a valid Montana driver license within 60 days.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or NO** (circle one)

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_