

JOB DESCRIPTION: RECORDS CLERK

DEPARTMENT: Police Department	WORK LOCATION: Police Department	FLSA STATUS: Non-Exempt
PAY GRADE LEVEL: All Levels	PENSION: Downstate IRMF	UNION: Fraternal Order of Police Non-Union
REPORTS TO: Chief of Police Administrative Sergeant	LEVEL OF SUPERVISION RECEIVED: General Guidance and Direction	LICENSE/CERTIFICATE: L.E.A.D.S.

PURPOSE OF POSITION:

The Police Records Clerk is responsible for receiving people conducting business with the Police Department or who need information concerning police services and for performing duties relating to the maintenance of the Police Department's records. The position has specific responsibilities for maintaining and processing several documents, files and records. In addition to these job functions, other duties may be required and assigned.

The following requirements are normal for this position. These are not to be construed as exclusive or all-inclusive. Because it is in the best interest of the taxpayers to exceptional service, other tasks as from time to time assigned shall be deemed to be included in this position description.

JOB CONTEXT

The police records clerk consists of full-time and part-time positions within the Police Department. The position reports directly to the Administrative Sergeant. The individual in this position receives regular direction from their supervisor; however, the individual must be able to work independently while coordinating tasks and projects within the Department. The position requires knowledge, skill and mental development equivalent to the completion of a general high school education or equivalent GED.

Safety is a fundamental element of day to day Village operations, and every effort must be taken to ensure a safe and healthy work environment. All Village employees are required to comply with those safety procedures.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

1. Personally, answers telephone calls coming into the Police Department on non-emergency phone lines.
2. Ask callers who they need to talk with and then connect to appropriate Department staff or to someone who can provide requested information.
3. Resolves complaints and inquiries when those responsible are not available, taking messages as required or directing calls to necessary staff voicemail.
4. Receives people who come to the police department in person and who need to be referred to sworn police personnel.
5. Asks visitors about their needs with Department personnel or need for information.
6. Place in contact with sworn police personnel as needed.

7. Accepts payment for Village and State citations.
8. Fill out proper paperwork for administrative towed vehicles and accepts payments.

PROCESSES AND ENTERS DOCUMENTS INTO POLICE DEPARTMENT FILES

1. Copies and disseminates arrest and incident reports to the Patrol Division.
2. Types letters and memos as requested.
3. Examines Law Enforcement Agency Data Systems (LEADS) messages for distributable content.
4. Processes and enter data for administration.
5. Access active arrest warrant files.
6. Process all ticket information.

ASSISTS THE POLICE DEPARTMENT IN OTHER SPECIALTY DUTIES

1. Monitor multiple CCTV security camera systems.
2. Performs matron duties on female prisoners or detainees, when required (female clerks only).
3. Process Freedom of Information requests.
4. Process and completes legal subpoenas.
5. Responsible for sending out community wide mass notifications.
6. Ensures office supplies are available and orders replacements when needed.
7. Organize and maintain police department records and reports.
8. Other duties as directed by the Chief of Police or their designee.