

## **POLICE RECORDS CLERK**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is receiving and processing department records and reports of activity. The incumbent of this class performs routine typing and filing duties, answers telephones, and enters records into the department computer, in addition to entering information in department files and retrieving such information as required. The employee of this class performs routine duties independently, and reports to and has work reviewed by the Police Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Processes or files records according to department procedures. Enters routine information into department records. Fills out all forms or records required or assigned to this position. Prepares purchase requisitions according to department procedures.

Opens, sorts, and distributes incoming mail for the department or for the Chief's office as directed. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Chief. Places telephone calls for the Chief as directed. Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures. Acts as receptionist for any visitors to the Chief's office. Answers questions and handles routine requests by visitors to the office.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Chief. Proofreads typed material and corrects errors. Sets up filing system. Files correspondence, cards, forms, records, or reports. Retrieves information or documents from the files. Operates a computer terminal, copying machine, calculator, or adding machine to enter or retrieve information.

Operates communications equipment for short periods to relieve communications officers.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must not be less than twenty-one (21) years of age.