

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses clerical positions in the police department, the main duties of which are typing and filing police records. Employees of this class type forms, reports, and other records, proofread and correct such material, and file these records and reports in a manner established by departmental policy. These positions are non-supervisory in nature. The records clerks report to and have work reviewed by supervisory line personnel at the rank of sergeant or above.

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.

Types forms, records, and reports; may also type letters or memoranda; proofreads typed material; mails or distributes typed material;

Receives departmental records and reports and checks them for completeness, accuracy, and conformity to established procedures; finds errors in records and reports and corrects them; makes entries of routine information in information files;

Files departmental records and reports numerically or alphabetically; pulls information from files when needed or requested;

Answers the telephone; routes caller to correct person or division; may also give out routine information;

Operates office machines such as typewriters, copying machines, computer, adding machines;

Revises department filing system or develops new procedures for office functions, when necessary;

Takes dictation in longhand; writes letters in answer to requests received;

Makes and cancels appointments for superiors;

May also open, sort, and distribute mail;

Performs related duties when assigned.

QUALIFICATION REQUIREMENTS

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

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

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid picture identification card.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered 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.

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