



Job Description

Title:	Records Clerk I		Created:	August 2007
Salary Level:	306	FLSA Status:	Non-Exempt	
Supervisor:	Public Safety Dispatcher Supervisor	Supervises:	None	
Job Family:	Records Clerk	Bargaining Unit:	POA	

DISTINGUISHING CHARACTERISTICS:

This is an entry level position in the Police Clerk classification series. Initially under close supervision, incumbents learn and perform a variety of duties related to clerical support and police records maintenance. As experience is gained there is greater independence of action within established guidelines.

SUPERVISION RECEIVED/EXERCISED:

The Police Clerk I receives direct supervision from the Police Records and Dispatch Supervisor or other Police management staff. The position may receive functional or technical direction from the Police Clerk II or Dispatch personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Act as a receptionist; answer the telephones and wait on the general public, giving information on the department and responding to public contacts.
- Perform general clerical duties related to assigned functional area and the Police Department; assist the public with requests or questions regarding area of assignment.
- Type, enter, proofread and process a variety of documents including general correspondence, reports, memos, police reports and run computer reports as requested.
- Process and maintain police records; collect and process fees and charges related to police records.
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- Prepare the daily log for public release. Enter non-emergency calls for service into the computer aided dispatching system whether received from the telephone or public window contact.
- Operate standard office equipment including computer equipment as assigned.
- Receive, sort and distribute incoming and outgoing mail.
- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Also, a willingness and ability to work holidays, weekends, and shifts; provide scheduled and emergency overtime; be available for call back as required; wear a uniform; and comply with department grooming standards. Must successfully pass a background investigation.

Ability to:

- Learn the organization, procedures, and operating details of the Police Department and the City of Oakdale.
- Perform routine clerical work including maintenance of police records.
- Verify and check files and data.

Position Title - Continued

- Understand and carry out both oral and written directives.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a variety of office equipment such as copies, typewriter, fax and computer.
- Type accurately at a speed of 35 w.p.m.
- Demonstrate tact and diplomacy with the public.

Knowledge of:

- English usage, spelling, grammar and punctuation.
- Office methods and equipment including filing systems.
- Knowledge and experience in the use of Microsoft and Windows Computer Software and Hardware.
- One year of clerical experience including dealing directly with the public.

Education and/or Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to the completion of the twelfth grade; and
- One year of responsible clerical experience including: word processing; typing, and public contact duties.

Certificates, Licenses, Registrations:

Possession of, or the ability to, obtain a valid Class C California driver's license.

TOOLS AND EQUIPMENT USED

Phones, personal computer and printer, copy machine, postage machine, fax machine, base radio, 10 key calculator, typewriter, shredder. May be required to drive vehicle to deliver items.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works inside where the temperature remains constant. The noise level in the work environment is moderately noisy. There are frequent interruptions from phones, public inquiries, and other staff.