

JOB DESCRIPTION

JOB TITLE: **Records/Staff Support Clerk**
DEPARTMENT: **Police**
REPORTS TO: **Records Supervisor**

PRINCIPAL PURPOSE OF JOB:

Performs duties of police records entry, retrieval, destruction and distribution. Prepares summary reports of police records and maintains and audits various court orders and warrants. Handles public contacts at front counter dealing with requests for service. Performs support services functions within the police department dealing with public assistance in non-criminal matters. Maintenance of property and evidence storage, retrieval, and distribution. Purchase, repair, distribution, and replacement of needed equipment and supplies. Assist in distribution of public information as needed. As directed, may assist police officers in receiving, searching, and providing care and custody of prisoners. Receives, receipts, and safeguards bail or other moneys received.

LEVEL OF AUTHORITY:

Performs duties under general and infrequent supervision. Expected to perform conscientiously, proficiently, and independently any and all regular assignments and duties related to records and support services functions. Work is normally performed in accordance with established procedures and policies and explicit orders, but with judgment and latitude required in handling of citizen contacts and sensitive matters. Matters requiring deviation from policy or standard practices are referred to next command level for decision and/or direction.

WORK ENVIRONMENT:

Work is performed primarily indoors but may require outdoor work of a limited nature. Work will involve both internal functions and public contact with citizens, other city employees, and members of outside agencies.

ESSENTIAL JOB FUNCTIONS

1. In accordance with established procedures, enter all warrants into the law enforcement computer, and clear warrants as directed; enter stolen property and missing persons data. Maintain files on warrants.
2. Operate teletype to make inquiries or to make entries of all relevant police data, such as automobile registrations, identifications, criminal records, and warrants outstanding.
3. As directed by officers or command personnel, search prisoners for evidence, weapons, or other contraband, and otherwise assist in custody.
4. As directed, monitor inmates in the jail for proper conduct and need for medical or other attention. Notify officer in charge when action appears needed.
5. Prepare files of materials, including booking information, check out warrants, and other records and follow up to record dispositions.

6. Receipt and safeguard recovered and found property.
7. Post, record, file and otherwise perform the records work in connection with bookings, including making records checks through office files and from other jurisdictions.
8. Perform a variety of clerical duties, including typing of forms and reports such as arrest and investigative reports, parole information, fingerprint cards, register bicycles.
9. Fingerprint persons for non-criminal matters pertaining to licensing, immigration and similar matters when those persons come to the office for that purpose.
10. Process charges and citations and forward to proper jurisdiction.
11. As necessary, assist in training new services personnel for this position.
12. Perform as the custodian of all evidence and property that comes into the possession of the police department as directed. This will include the logging, storing, retrieving, releasing and destruction of evidence and property in accordance with established policy and law.
13. Maintain inventory of capitol items and consumable supplies and conduct research into and accomplish purchase and/or repair of consumable and capitol items as directed and in accordance with established city and department purchasing policy.
14. Assist in the dispersal of public information to the community dealing with crime prevention and crime alert actions as needed.
15. Perform or assist in all duties necessary to maintain the diverse and effective functioning of the Police Department and to render service to the public.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS

Technical

1. As a pre-requisite for consideration for employment, must successfully complete the written and oral examinations prescribed by the City Civil Service Commission.
2. Must consent to investigation of background and of driving and police record prior to employment and meet Police Department standards in those areas.
3. Following a job offer, must satisfactory pass a polygraph examination and any other required testing.
4. Must have ability to comprehend the basic principals and techniques applied by officers in crime prevention, investigation, apprehension, rules of evidence, and other aspects of law enforcement relevant to this position.
5. Must be able to acquire basic familiarity with the social factors which result in institutionalization and the attitudes and habits of persons in custody.
6. Must be able to perform duties and maintain personal conduct, attitude, and appearance that conform to strict policies, procedures, and discipline with a "chain of command" management system.

7. Must be willing and able to carry out explicit orders and otherwise to follow critical sequences of procedures. It is critical to know how a given incident should be processed and distributed to proper agencies, courts, and jurisdictions.
8. Must type 40 WPM, corrected, at time of hire.
9. Must have valid Washington State driver's license.
10. Must within specified period of time acquire certification through ACCESS (A Central Computerized Enforcement Service System) and maintain certification throughout employment.
11. Must be flexible and willing to perform duties at the Police station outside area of technical expertise as required.

Physical Capabilities

1. Hearing ability sufficient to attend to telephone, radio, and intercom and to maintain audio surveillance of jail while performing other work.
2. Ability to enunciate clearly on radio, intercom, pager and telephone.
3. Eyesight sufficient, for example, to maintain visual surveillance of video of reception area, jail, or other areas as needed.
4. Ability to sit at workstation for extended periods.
5. Ability to stand, walk, move items about, and drive as needed throughout the shift.

Other capabilities

1. Ability to maintain concentration, composure, and self control under adverse conditions and to cope with calls and contacts firmly, courteously, tactfully, and with respect for the rights of citizens.
2. Excellent judgment regarding setting priorities and confidentiality.
3. Ability to express self clearly and concisely both orally and in writing.
4. Ability to establish and maintain effective working relationships with other employees within the City, other agencies, and the public.
5. Reading ability, for example, to read reference books for law enforcement software carefully and exactly to get proper codes.
6. Must be willing and able to work weekends, holidays and all shifts.

Use of Tools and Equipment

In addition to general office equipment, such as typewriter, computer, fax, and copier must operate all phone, radio, pager, and teletype equipment as needed.

Other

1. As an absolute condition of employment, employees are required upon hire to sign a drug free workplace agreement and an agreement not to use tobacco products in any form while on the job.

2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
3. Following an offer of employment, and prior to starting work, individuals must have a pre employment physical examination by a physician designated by the city of Anacortes. The examination will be paid for the city. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes _____ No _____

If testing is required, will accommodation be necessary?

Yes _____ No _____

Signature _____ **Date** _____