



The City Beautiful

City of Coral Gables Job Description

Job Title: Police Records Clerk I
Department: Police
Classification: 5011
Pay grade: 11C
FLSA: Non-Exempt

Prepared Date: 8/10

Approved By: Elsa I. Jaramillo-Velez

Summary

This is responsible clerical and technical work in the Police Department's Records Section providing assistance to the department, other city departments and the public. Work involves the performance of a variety of office duties in a technical environment and solving problems utilizing computerized records systems.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Reviews Police reports for accuracy and completion. Forwards reports requiring correction and/or additional information to officers and supervisors.

Performs various data entry duties, to include accident reports, traffic tickets, tow logs and field interrogation cards. Prints traffic tickets and forwards to the proper agency. Conducts background checks and processes mail requests.

Performs time sensitive compliance with miscellaneous supporting documentation for continued CALEA accreditation.

Performs customer service duties to include answering phones, assisting visitors, and providing information. Responds to the public's requests for report copies and performs cashier duties in the collection of fees.

Performs clerical duties to include processing mail, making copies, faxing information, filing and printing reports. Operates computer, cash register, fax machine and other office equipment.

Retrieves reports from off-site facilities (warehouse), maintains current files and boxes old reports for storage to meet record retention standards.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Considerable knowledge of modern office equipment including word processing systems and data processing equipment. Considerable skill in data entry using personal computers. Acquire knowledge of the City's rules, policies and procedures, including but not limited to Personnel Rules and Regulations and Police Department's Standard Operating Procedures. Knowledge of laws and regulations relating to public records. Ability to establish and maintain effective working relationships with departmental and other city employees, representatives of other agencies and the public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent required.

Minimum of 1 (one) year experience in clerical work a must.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Experience operating a cash register.

Must type 30 words per minute.