TOWN OF STEVENSVILLE

POLICE DEPARTMENT POSITION DESCRIPTION

Class Title: Police Clerk  
Department: Police  
Date: 04/25/2024

**GENERAL PURPOSE**

The Police Clerk, under general supervision, provides primary clerical support to a department or functional area. Knowledge of the department and excellent keyboard skills are crucial to this position. Duties include a variety of clerical tasks, including non-routine administrative matters and heavy public contact work. In addition to the general responsibilities of Records Unit personnel, this position will have the primary responsibility as Court Liaison and/or NIBRS Specialist. Work is reviewed through observation of work in progress, and written reports for results obtained and adherence to established policies and procedures.

**SUPERVISION RECEIVED**

Works under the supervision of the Chief of Police

**SUPERVISION EXERCISED**

None.

**DISTINGUISHING FEATURES OF THE POSITION**

* Maintains the records filing system and/or database to manage, access, and preserve electronic and paper records of criminal justice activities.
* Greet the general public and serve as the first point of contact between the agency and community members.
* Provides accurate and clear information to the public and various departments within the Town of Stevensville.
* Maintains filing systems of correspondence, forms, cards, receipts, permits, applications, plans, reports, and records; maintains logbooks, ledgers or other audit and tracking records; updates code books or policies manuals; and documents invoices.
* Responds to telephone or two-way radio inquiries; greets the general public, contractors, and vendors; provides information and directs callers; acts as a receptionist. Operates a photocopier, shredder, computer printer, calculator, and/or facsimile machine.
* Opens, sorts and distributes correspondence; inventories and requisitions supplies and equipment. Acts as a liaison between superiors and subordinates, and the general public. Generates statistics; requests additional information as needed; researches, collects and compiles data; verifies reports for accuracy.
* Responds to or directs inquiries to appropriate personnel or department; may assist and direct subordinate clerical staff.
* Assists in the preparation and distribution of departmental correspondence and managing the scheduling and logistics for departmental meetings and special events.
* Types and proofread correspondence, reports, forms, permits, bids, applications, invoices, purchase orders, records, memoranda, and letters from notes, copy of rough draft; tables minutes of meetings. Assists with property and evidence records system and storage processes

**COMPETENCIES/QUALIFICATIONS**

Communication skills, both verbal and written, are essential. Candidates should be expected to learn or have knowledge in business English and arithmetic, case file submission, NIBRS correction and reporting, departmental and municipal rules, regulations, policies and procedures. Knowledge of modern office terminology, methods, practices, procedures, and filing systems. The ability to understand and follow complex oral and written instructions. The ability to establish and maintain effective working relationships with fellow employees, superiors, and the general public.

Additionally, skill in operation of automated office equipment as listed in essential functions and creating and maintaining filing systems.

**PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES**

Two (2) years of responsible clerical experience or equivalent, including use of computers and standard software applications such as Microsoft Office, Windows 2000, and other software or an equivalent combination of training and experience.

Some experience in office management is preferred. Other related experience may be considered In the social services, communications, customer/public services, and/or public safety areas.

Monitor/maintain budgets - Processes transactions, monitors balances, and reconciles accounts.Managerial/signature budget authority-Approves and commits funds for salaries, and to acquire materials, resources, supplies, services, etc.

**EDUCATION/EXPERIENCE**

Required

* High School diploma or GED.

Preferred

* Vocational or technical training

**WORKING CONDITIONS**

* Requires long periods of sitting, standing or walking, reaching with hands and arms, repetitive motion, stoop, kneel, or crouch.
* Lift up to 10 lbs.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_