



## Job Description

### Records Clerk

Pay Grade: G05

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**Employment Status:** Full-Time

**FLSA Status:** Non-exempt

**Experience Required:** Minimum one (1) year of records experience in a police department or related experience and education.

**Minimum Education Requirements:** High School graduation or G.E.D.

**Department:** Police.

**Direct Supervisor:** Records Supervisor

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works inside in an office setting.

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**Certification:** Valid State of Florida driver's license. NCIC (National Crime Information Center)/FCIC (Florida Crime Information Center) certification with in 30 days of hire.

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**Job Summary:** Maintains the records filing system and/or database used to manage, access, and preserve electronic and paper records of criminal justice activities. Responsible for advanced clerical work which involves complex and varied work methods and problems in the Police Department.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Type reports, record other office documents for computer updating. Access, input, and retrieve information from a computer.
- Disseminate and file reports and other documents, establish and update files, and conduct inspections of records in accordance with Florida State Statutes.
- File, scan, and/or destroy paperwork in accordance with established policies and procedures as necessary.
- Train new employees on standard office procedures;
- Train employees on the various entry and retrieval activities of the records system.
- Oversee Records environment for day to day operations and scheduling of office personnel.
- Review, verify, code, and/or classify incoming reports and documents.
- Conduct local records checks for outside agencies; prepare reports to be forwarded to outside agencies.
- Perform background checks for DCF, Law Enforcement, and other government agencies.
- Respond to questions in person and over the phone from members of the public in a professional and courteous manner.
- Gather information for various reports.
- Answer telephone, greet walk-ins, and respond to requests for information.
- Maintain knowledge of current public records laws.
- Perform other job duties as assigned.

### Knowledge, Skills, and Abilities (KSA's) for Position



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An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Modern office methods, practices, and equipment.
- Standard business English with accurate grammar, spelling, punctuation, and sentence structure.
- Business correspondence formats; record keeping and filing system methods.
- Advanced uses of word processing, graphics, spreadsheets, database, and other applicable computer software applications.
- City's functions, policies, and procedures.

#### **Skills**

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Basic math skills for budget and other financial calculations.
- Operate general office equipment to include typewriter, word processor, computer, calculator, copy machine, cash register, scanner, and fax machine.

#### **Abilities**

- Make arithmetic computations and tabulations accurately and with reasonable speed.
- Access, input, and retrieve information from a computer.
- Learn assigned clerical tasks readily and to adhere to prescribed routines.
- Effectively deal with the public.
- Troubleshoot and resolve problems.
- Instruct others in data entry.
- Understand and follow moderately complex instructions.
- Learn new methods, procedures, and statistical reports.
- Handle multiple tasks, and work independently with minimal supervision.
- Establish and maintain effective working relationships with other employees, the general public, and other agencies.

#### **Physical Demands**

The work is light work which requires exerting up 50 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.



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- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

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

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date