

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level clerical position, the primary duties of which are receiving and processing records and reports of the department. The primary responsibilities of this class include replies to correspondence or request, types letters, forms and reports, acts as a receptionist to visitors, and answers and handles any telephone calls within department procedures. Police Records Clerk performs routine tasks independently, reporting to and having work reviewed by the Police Captain assigned to the Patrol division.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports, checks for completeness, accuracy, and conformity, and processes according to department procedures. Extracts information or summarizes contents of files for use by department personnel. Enters routine information in department records such as accounting records, personnel records, information files, or other related files. Operates a computer terminal to enter or remove information from files. Copies computer data to diskette from computer's hard drive or other diskettes. Uses a facsimile machine, computer scanning equipment, and copy machine. Locates and retrieves information or documents from the hard copy files and computer files. Files correspondence, cards, forms, records, or reports in hard copy files or computer database where they are organized alphabetically, numerically, and chronologically. Keeps records on the location of materials removed from files, and to whom materials were released. Traces missing files.

Acts as receptionist to visitors to the department; screens visitors to determine their business; directs them to appropriate individuals or office. Answers questions and handles any routine requests by visitors to the office. Collects fines and bond money and issues receipts. Places telephone calls for the records division, answers any incoming calls on assigned lines and handles routine matters or transfers caller following department procedures. Answers questions from the public about operation of the department or any related areas of emergency services. Performs public relations duties such as answering telephone inquiries about operation of the department or any related areas of department operations.

Reads and sorts incoming materials. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Takes dictation and transcribes from notes using longhand. Prepares news releases or any other type of official department statements for publication, and types letters, forms, memos, statements, formal reports, or any other assigned documents. Processes outgoing mail and interdepartmental correspondence. Maintains a library or archives of materials for future

use or reference by department personnel. Fills out all forms or records required or assigned to this position.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

The applicant must be not less than eighteen (18) years of age.

Police Records Clerk NI

Original Adoption: 01-09-19

Revision Dates:

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New Louisiana