

CITY OF MCCLEARY

JOB DESCRIPTION

Job Title: Part Time Police Records Clerk

Wage: \$24.58 hr to \$30.04 hr

Department: Police Department

Reports To: Chief of Police

Effective Date: 12/23/2024

POSITION PURPOSE:

This position assists in operating the police department and performing a wide variety of administrative tasks that allow commissioned officers to provide more patrol services. This position also provides service to the public and other law enforcement agencies. These agencies include but are not limited to the Washington State Patrol access section. The Grays Harbor County court system Superior and District. The city's attorney's prosecutor's office. Any other direct or indirect assistance assigned by the Chief.

SUPERVISION RECEIVED: *

SUPERVISION EXERCISED:*

- Works under the direct supervision of

-None

The Chief of Police

ESSENTIAL DUTIES AND RESPONSIBILITIES-

*Essential duties and responsibilities **may** include but not limited to, the following:*

- Assist the public in person, on the telephone email and social media to the best of their ability, training and experience. Provides accurate information regarding available police assistance and answers common questions, provides information, and facilities accurate referrals to other services as needed.
- Operates a variety of office related equipment and programs efficiently and accurately. Most commonly but not limited to word, excel, various email services
- Provides general and specialized information regarding police department functions that require the use of judgement, tact, sensitivity and maintains CONFIDENTIALITY of all information.
- Enters data from infractions and citations generated through the states sector program. Enters police reports, statements and other documents, maintains information and reports entered the Records Management System.
- Accurately enters police information in State NIBRS reporting program.
- Processes and logs Public Disclosure Requests while tracking time
- Works with City and County Prosecutors to accurately route and distribute police reports.
- Accurately process and enter warrants, protection orders, missing persons, stolen items, vehicles and anything required into ACCESS databases.
- Works with and assists police officers in work that fulfills the department's mission.
- Other duties as assigned by the Chief.

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

WORKING CONDITIONS:

- Work is performed in an office setting on City premises, during a regularly scheduled shift. The individual may be required to work alone. The Police Records Clerk will be required to work with computers, may be required to perform repetitive motion tasks, and to lift and can-y up to 20 pounds. The Police Records Clerk may be witness to or be exposed to physical violence. However at no time is required to place themselves in harms way.

CONTACTS AND RELATIONSHIPS:

- In addition to contact with individuals having business with the Court or Police Department, the Police Records Clerk will routinely have contact with the District Court and Superior Court, The Police Department, The Public Defender, The City Attorney, Private Attorney, and various other agencies. These contacts are by writing, email or by phone, and are exclusively to provide or collect information.

PHYSICAL DEMANDS AND WORK ENVIROMENT:

- The individual in this position must have the ability to communicate in person, by email or via telephone to interact with others. Operation of computers and other office equipment is an essential job function. Must have the ability to produce handwritten documents. Must be able to lift and/or carry up to 20 pounds.
- The Police Records Clerk must have the ability to communicate effectively to the public, officers and other agencies in person and by phone.

QUALIFICATIONS:

Education, Training and Experience Guidelines:

- High School diploma or G.E.D.
- Experience and education in keyboarding and office practices.
- One year of office experience in law enforcement or related field desired.

Knowledge of:

- The operation and understanding of personal computers and typical office equipment.
- Microsoft Office Products.
- Experience with access, Spillman, sector desired.

Ability To:

- Communicate effectively both orally and in writing including the ability to manage circumstances involving conflict and upset people in person and via telephone.
- Work in a team environment by assisting others, being adaptable to changing circumstances while being dependable, pleasant and professional.
- Organize, prioritize and multi-task.
- Type at least 40 words per minute proficiently.
- Pass an extensive background investigation and a polygraph examination.

LICENSE OR CERTIFICATE REQUIREMENTS:

- Level II Access Certification or ability to obtain through Washington State Patrol within six (6) months of employment. Employment is conditioned on passing a stringent background check including criminal and job histories.
- Experience serving as the Terminal Agency Coordinator for Washington State Patrol Access (a Central Computerized Enforcement System) is preferred.
- This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job
- Confidentiality is a requirement as this is a highly confidential position.

Due to the nature of this position the Police Records Clerk is an essential part of the criminal justice system. Therefore, the integrity, honesty and confidentiality of information is a must.

Updated 12/23/2024

Chief R. Miskell

Chief of Police, McCleary Washington 98557

