



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Senior Records Clerk	LAST UPDATED:	October20, 2014
DEPARTMENT:	Police	JOB CLASS:	
REPORTS TO:	Police Records Manager	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Records Manager, the Senior Records Clerk is responsible for gathering requested information in response to Public Information requests for the Police Department in accordance with the Texas Public Information Act.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Provides response to requests for police department's paper, digital and audio records within the time period mandated by the Texas Public Information Act.
- Reviews requests for information and makes initial determination as to which requests require an opinion from the Office of the Attorney General, coordinating these requests with the Police Records Manager.
- Reviews documents for any mandatory or discretionary exceptions as defined by the Public Information Act.
- Reviews Police reports and case attachments for any possible Child Protective Services (CPS) reports and determine if such report hinders the release of copies requested.
- Contacts investigator for active cases to determine whether the release of information would hinder the investigation or prosecution.
- Coordinates and provides information to other law enforcement and government agencies.
- Disseminates applicable portions of received requests to City Secretary's office.
- Records and processes reports from source documents according to Uniform Crime Reporting (UCR) Codes.
- Inventories and schedules departmental and case records for retention. This includes fingerprint cards, arrest reports, juvenile files, etc.
- Provides assistance to citizens and other departments regarding public information matters.
- Composes, edits, and types correspondence, affidavits, memoranda, reports, and other document.
- Performs various administrative tasks requiring tracking, interaction, and coordination with departmental staff and other city departments.
- Completes local background checks for other agencies.
- Collects fees and provides receipts for monies received.
- Provides customer service to walk-in customers by issuing alarm permits, solicitor permits, and copies of incident, accident, arrest, and offense reports.
- Answers and transfers telephone calls to appropriate personnel.
- Assists in training new hires in UCR reporting guidelines and departmental procedures and guidelines.

Other Important Duties:

- May be required to perform Police Records Clerk responsibilities when required.
- Notarizes official records and reports.
- Travels to attend meetings, conferences and training.

- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.
- May be required to work evenings and overtime

Required Knowledge and Skills:

- Knowledge of the Public Information Act.
- Knowledge of customer service methods and techniques.
- Knowledge of rules of grammar and practices of document preparation.
- Knowledge of computers and related equipment, hardware and software to maintain multiple databases and spreadsheets.
- Knowledge of City policies and procedures.
- Skill in effective research and oral and written communications.
- Skill in collecting, providing change and receipting monies for records fees, alarm and solicitor permits.
- Skill in prioritizing workload and meeting statutory and court-ordered deadlines.
- Skill in collecting, providing change and receipting monies.
- Skill in entering, retrieving, copying, tracking and storing police records, files and reports.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., **and** three (3) years' progressively responsible experience in reporting data according to UCR guidelines and completing public information requests in a police records environment **or** equivalent combination of education and experience.
- May be required to obtain National Crime Information Center and Texas Crime Information Center Certifications.
- Must pass a pre-employment drug screen, criminal background and MVR check.
- Must possess valid State of Texas Driver's License.
- Must be able to pass a computer skills test.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to frequent standing, bending, reaching, kneeling and lifting such as retrieving or replacing public records of files.
- Must be able to lift up to 20 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, cash register and department vehicles.

Approved By:

Signed by John Bruce, Chief of Police

John Bruce, Chief of Police

02/11/2015

Date



Shannon Allyn, HR Generalist

02/11/2015

Date