

CITY OF FAIRVIEW
JOB DESCRIPTION

POLICE RECORDS CLERK

GENERAL STATEMENT OF JOB

The Police Records Clerk is appointed by the City Manager at the recommendation of the Chief of Police and reports to the Chief of Police.

QUALIFICATIONS:

High School diploma or General Education Diploma (GED) and two years of experience in a related field. Certification in NCIC/TIES is preferred.

SPECIFIC DUTIES AND RESPONSIBILITIES:

To initiate Police records system from reports submitted by the officers and other personnel and maintain archives. Clerk must maintain all police records and institute and maintain an adequate document control system, complying with state and federal guidelines. Must compile and submit reports as directed by the Chief of Police to City, State, and Federal governments as necessary.

Must correct, type and file all officer initiated reports and maintain case files on all pending cases. Provide information upon request to the City Judge and District Attorney. Prepare necessary documents for court.

Act as the Terminal Agency Coordinator (TAC) for the NCIC/TIES computer. This includes making NCIC entries, overseeing entry of Regional Trap and NCIC warrants.

Act as Clerk for the department's computer system. Responsible for training personnel to use system, entering and deleting records, and maintaining system to keep it operating correctly

ADDITIONAL JOB FUCTIONS:

Performs other related duties as required.