



Job Description Title: Records Clerk, Deputy Court Clerk & IT Coordinator Internal Number:
Internal Ranking Number: 0, FLSA Code: Non-Exempt Level: OSS 3

General Description/Purpose:

Organizing all police incident reports and accident reports and making them available to the public upon request. Providing report data to the Tennessee Bureau of Investigation. Providing training and acting as police department liaison for criminal justice computer information with state and federal government. Assisting the court clerk with paperwork and record keeping, assisting officers with arrest paperwork and setting bonds. Assisting city employees troubleshooting computer problems and maintaining computer equipment.

ESSENTIAL FUNCTIONS:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. 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, nor does every position allocated to the job necessarily perform every duty listed.

Importance Scale 1 = Average Importance 2 = Above Average Importance 3 = Extreme/Most Important	Difficulty Scale 1 = Not Difficult 2 = Average Difficulty 3 = Extremely Difficult
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Task/Duty Description	% of Time	Importance	Difficulty
Obtain police reports and citations from officers and enter information into computer and file all reports and citations. Maintain files for state audits. Provide records to the public upon request	50	1	2
Assist court clerk with paperwork and other duties related to the court.	30	2	2
Assist city employees with computer questions and troubleshooting. Determine growth needs of city computer network.	15	3	2
Maintain city web site.	5	4	2

KNOWLEDGE, SKILLS AND ABILITIES:

This section lists SPECIALIZED knowledge, abilities, and skills required to perform the tasks/duties effectively.

Record keeping, computer skills

Organization, people skills, computer skills

Computer knowledge, Microsoft Server, Microsoft XP, Microsoft Office Suite

Web design, web development, Dreamweaver, HTML

EQUIPMENT:

This section lists major equipment and computer systems used or handle to perform this job:

TIBRS reporting software, Dreamweaver, Microsoft Office, Internet Explorer, laptop computer with network access, web design software

EDUCATIONAL REQUIREMENTS:

The minimum level of education required to perform this job is:

Degree, diploma, or certification with time requirements of greater than two years but less than four years

EXPERIENCE REQUIRED:

The minimum amount of total related experience an employee must have prior to starting this job is:

More than 1 year

and they should have the following certification, licenses, or registration:

PROBLEM SOLVING REQUIREMENTS:

This statement best describes the type of problem-solving typically required for this job:

Solve problems in situations where most problems have occurred before and their solutions are familiar

WRITING SKILLS REQUIRED:

This statement best describes the typical writing skills required for this job:

Write standard documentation using established formats, or document work performed, actions taken or results by writing one or two brief sentences

SPEAKING / PRESENTATION SKILLS REQUIRED:

This statement best describes the speaking and presentation skills required for this job:

Answer questions with a brief response or provide standard information to customers/citizens, visitors, callers, supervisors, or other employees

JOB RELATED COMMUNICATION:

Job-related communication is required on the following basis:

Within the department = Daily

With employees in other departments = Daily

With employees in other organizations = Weekly

With the public = Daily

PLANNING & SCHEDULING:

This statement best describes the planning and scheduling activities and responsibilities required for this job:

Moderate - a moderate amount of planning my own or other's activities is required

DIFFICULTY of WORK:

This statement best describes the difficulty of work of this job:

Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures

ASSIGNMENT of WORK:

This statement best describes how work is assigned by the supervisor:

General guidance allowing for employee planning of procedures and methods to attain objective

EFFECTS of WORK ERRORS:

This statement best describes the effects of errors in the job:

Errors are detected within the office/work areas in which they occur, possibly affecting work of others, and requiring expenditure of time to correct

SUPERVISORY OR MANAGEMENT RESPONSIBILITIES:

This position supervises supervisory employees and non-supervisory employees and they perform the following activities:

WORKING CONDITIONS:

The following describes the kind of physical effort that is required for the job:

On average App 10% of time is required for standing; 30% walking and 50% sitting. Approximately 0-20 lbs is required for lifting (lbs) for the following tasks:

Lifting frequency = Some

Bending = Some

Pushing and/or Pulling loads =

Reaching over head = Some

Kneeling = None

Crawling = None

Climbing ladders = None

Mental/Visual Effort

This factor measures the kinds of mental stress and visual effort that is required to do this job

Typing/CRT = Very Frequent

Attention to detail = Very Frequent

Monitoring equipment = Some

Detailed inspection = None

Transcription/proofreading = Some

Adverse Conditions

Exposure to temperature extremes = None

Dangerous equipment = None

Chemicals = None

Noise = Some

Physical Effort/Risk = None

Other physical risks or efforts that are pertinent to this job are:

ANY ADDITIONAL INFORMATION:

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement between the employer and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Approved: _____
Employee Signature and Date:

Approved: _____
Supervisor Signature and Date: