

JOB DESCRIPTION

Job Title:	Records Clerk	Employee Name:	
Job Family:	Police Department	Job Class:	8
FLSA Status:	Non-Exempt	Pay Grade:	
Reports To:	Chief of Police	Prepared/Revised:	May, 2012

JOB SUMMARY:

Under general supervision of the Chief of Police, the Police Records Clerk is the public face of the Winchester Police Department and as such requires interpersonal skills. The Police Records Clerk handles all administrative duties pertaining to all record keeping, including but not limited to, entering, reviewing documents, entering information in federal and state databases and following up, as necessary. The Police Records Clerk is responsible for storing information in appropriate files.

SUPERVISION EXERCISED OR RECEIVED:

The Police Records Clerk works under the general supervision of the Chief of Police

ESSENTIAL FUNCTIONS:

1. Act as secretary to Chief of Police and Detective, as needed
2. Maintain accurate records
3. Review all reports written by officers; returns reports to officers for correction, when necessary; checks returned reports
4. Code reports for the TIBRS statistical database
5. Forward reports to Detectives for assignment
6. Enter pawn tickets into a database for investigation; run all serial numbers through NCIC to check for stolen property; if matched, information is forwarded to Detectives
7. Run criminal histories, tags, driver's licenses through NCIC, as needed for officers and detectives
8. Review all monthly reports; create data file of statistical information to be sent to TBI, as required by law
9. Write articles, design graphics and print quarterly newsletter for Board Meeting
10. Transcribe audio from Detective interviews, as needed
11. Provide information to officers/detective from TLO, as needed
12. Provide information to officers/detectives from NDex System Database
13. Maintain Facebook page for City of Winchester Police Department
14. Manages City of Winchester Police Department Front Desk; answer phones, print reports, answer questions of public in place of Public Safety Officer
15. Burn CD/DVD officers/detective case files
16. Scan/download pictures/documents as attachments to officer/detectives' reports
17. Train officers in Record Management System
18. Order office supplies for the City of Winchester Police Department
19. Attend Tennessee Information Enforcement System certification training twice a year, as required
20. Attend Tennessee Incident Based Reporting System certification training once a year
21. Keep Chief of Police apprised of important matters or events
22. Constantly strives to strengthen Department relationships with the community and encourage positive public relations

23. Builds constructive relationships with employees and supervisors
24. Works to maintain an acceptable level of employee morale
25. Answers citizen inquiries and attempts to resolve problems or refer citizens to other agencies or individuals who can provide desired assistance

ADDITIONAL RESPONSIBILITIES:

Employee is responsible for the cleanliness of his/her work area. Performs other related work as required

KNOWLEDGE OF:

1. Modern law enforcement principles, procedures, techniques and equipment
2. Applicable laws, ordinances and departmental rules and regulations
3. City of Winchester geography including locations of streets and public buildings
4. Office practices, methods, computer equipment and computer applications
5. General knowledge of mathematics
6. English Language - proper structure and content of the English language including the meaning and spelling of words, rules of composition and correct grammar
7. Evidence and proper collection methods

SKILLS IN:

1. Meeting and dealing tactfully with other professionals and to communicate clearly and effectively
2. Listening, speaking and report writing
3. Emotional Intelligence, e.g. possesses self-awareness, self-regulation, self-motivation, social skills and empathic skills
4. Conflict management/problem solving/team building
5. Strong work ethic
6. High ethical behavior

ABILITIES TO:

1. Maintain a calm and focused approach especially under stressful situations
2. Exercise sound judgment in evaluating situations and making sound decisions
3. Communicate and write effectively
4. Lead/motivate/influence others; ability to discern when different style of leadership is required
5. Social Perceptiveness – be aware of others' reactions and understand why they react as they do
6. Problem Sensitivity - identify when something is wrong or is likely to go wrong
7. Goal Setting – set goals/articulate a vision or overall objective
8. Relationship Building – develop/maintain strong working relationships
9. Time Management -- manage time, especially during times of stress or when deadlines are involved; ability to complete projects within a required time

POSITION REQUIREMENTS:

Education

High School diploma or GED

Work Experience

Minimum of three (3) years of increasingly record keeping experience

Technology Skills

Accurate typing skills with a minimum 50 wpm; Microsoft Office, Express Scribe, TiesNet/NCIC, RAC for TIBRS; TIBRS, TCA, TIES Manuals and Data Collection, NCIC Manual and Code Manual, NLETS User Guide

and CJIS Security Policy, TAC Handbook, TIES Operating Manual and Omni Form, copying/scanning machines, e-mail, use of WinSoms, social media software, audio/video recording equipment

Licenses/Certifications

ADDITIONAL REQUIREMENTS

Work Hours

40 Hour Work Week – Assigned schedules

Evening/Week-Ends

Frequently required

Work Environment

General office environment

Physical

The job of the Records Clerk requires accuracy and an excellent skill for detailed work, given the amount of information that must be entered into official databases. The Records Clerk must be capable of exerting self for short periods of time, such as when required to run or lift; squat, bend, stand, sit, reach, kneel, use sensory skills to see and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Special Skills Preferred

NOTE

Employment may be contingent upon satisfactory completion of a Background Check.

Nothing in this Job Description restricts the ability or right of the City of Winchester to assign, reassign or eliminate the duties and responsibilities of this job either orally or in writing. Tasks and responsibilities may be changed at any time due to reasonable accommodations or other reasons deemed appropriate by the City of Winchester.

This Job Description does not constitute an Employment Agreement between the employer and employee and is subject to change, according to the business needs of the City of Winchester.