



# Police Records Clerk

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**DEPARTMENT:** Police                      **SUPERVISOR:** Chief of Police; Police Captain;  
Sergeant  
**CLASSIFICATION:** Non-Exempt              **PAYROLL:** Grade H

**POSITION SUMMARY:** Performs a variety of clerical duties in support of police activities, primary reception for the department, Records Management System processing, disseminating information to other agencies, routing calls for service, and compiling statistics. Provide receptionist, clerical and administrative services for the Chief of Police.

## **ESSENTIAL JOB FUNCTIONS**

*Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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. The job 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 change.*

- Reviews Records Management System data, ensures completeness, accuracy and compliance with Federal and State reporting requirements. Code, copy, file, and distribute/route a variety of records and reports.
- Retrieves and validates information from computerized law enforcement records systems, police files, etc., and provide to appropriate and/or requesting party. Ensures proper disclosure in accordance with State law and police regulations.
- Compiles and sends Federal and State records reporting to the appropriate locations.
- May act as the agency LEADS representative and the records management software representative.
- Answers emergency and non-emergency telephone calls. Determines urgency/nature of call and route to proper party or takes messages and obtains necessary information from caller regarding activity.
- Generates proper police reports using records management system; writes initial reports, supplemental clearance, and disposition reports; informative/special and administrative reports; and determines proper distribution of all reports.
- Greets visitors in polite and professional manner, determines nature of visit, direct to appropriate person or responds to requests for information. Receives complaints from public, resolving issues as appropriate and/or referring to others.
- Issues permits and licenses, release towed vehicles, and collect fees as required for services. Tracks/balances monies received.

- Assists with the creation, development and routine posting of social media posts for the Stayton Police Department.
- Assists Officers with gathering resources and the gathering of information for various reports and investigations.
- Performs a variety of other clerical duties in support of department, e.g., photocopying, filing, typing, updating calendars (i.e., range calendar), processing mail, purchasing supplies, operating a variety of standard office equipment, compiling statistical reports, etc.
- Follows all safety rules and procedures for work areas.
- Maintains cooperative relationships with City personnel, elected officials and other agencies.
- Exhibits leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourages and provides excellent customer service.
- Promotes professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Other duties as assigned.

**AUXILIARY JOB FUNCTIONS:**

- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

**QUALIFICATIONS**

*Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION / EXPERIENCE**

- High School Diploma, GED or equivalent supplemented by additional training in office practices and/or criminal justice and over one-year general office experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
- Knowledge of general office procedures; ability to multi-task, operation of a variety of office equipment, including computers and related equipment; telephone etiquette; and Microsoft Office, specifically word processing and spreadsheets.
- Must have good judgment, communication, and interpersonal skills as demonstrated by past work history and interactions with others.

- Previous office experience within a law enforcement environment, specifically, knowledge of police records management systems and Federal and State reporting requirements preferred but not required.
- Possession of LEDS entry/update certification at time of appointment preferred but not required.
- Bilingual Spanish/English preferred but not required.

#### **CERTIFICATES/LICENSES/REGISTRATIONS**

- Possession of LEDS entry/update certification within 90 days of appointment.
- Ability to pass Criminal Justice Information System clearance.
- Possess, and maintains in good standing, a valid Oregon driver's license.

#### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Usual office working conditions.
- The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.
- Work schedule may involve shift work, various workdays, and weekends.

#### **PHYSICAL ABILITIES**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 25 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 50 pounds.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

#### **SUPERVISION**

- Works under the general supervision of the Chief of Police and/or Captain as assigned.
- Supervision is not a typical function assigned to this position. May provide basic training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

**REQUIRED SIGNATURES**

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

\_\_\_\_\_  
Records Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date