Records/Warrants Clerk

Job Profile

Job Code : Not Indicated	**Job Group :** Not Indicated
Job Grade : Not Indicated	**Job Family :** Not Indicated
Department Name For This Position : Records/Warrants Clerk - Police	**Position Reports To :** Office Manager - Police
Physical Location For This Position : Not Indicated	**This Position Is :** Non Exempt
This position is safety sensitive : No	**Security Sensitive :** Yes

GENERAL DESCRIPTION OF POSITION

Serves as Records and General Information coordinator to the Police Administration. Performs all clerical duties associated with the police department. Greet the Public for the department and provide necessary records and documents. Collects all money for the department and prepare reports as necessary. Coordinates with Finance department when necessary. Responsible for Police purchase orders and supply requisitions. Responds to all FOIA requests/sealed records requests in a timely manner. Ensures all records are properly redacted prior to release. Coordinates all front office functions. Other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Opens, sorts, and distributes incoming mail; collects, seals, and stamps outgoing mail

Delivers verbal and written messages to appropriate personnel

Collects and distributes paperwork, such as records or timecards, from one department to another

Notarizes all department documents

Writes, types, or enters information into computer to prepare correspondence, statements, receipts, or other documents, copying from one record to another

Furnishes internal offices with clerical supplies

Performs administrative duties as assigned by Police Chief, Assistant Chief, Admin Captain and Office Manager

Receives and screens incoming calls for law enforcement services

Proofreads forms and/or records

Prepares reports and information for governmental agencies and the general public.

Responds and properly redacts all FOIA Requests for the general public and other agencies

Scans and records documentation into various computer programs

Questions callers to determine location and seriousness of emergency and response needed

Enters, updates, and retrieves information from police computer systems relating to wanted persons, stolen property, vehicle registration, stolen vehicles, and other information

Processes warrants

Operates Arkansas Crime Information Center/National Crime Information computer terminal and searches files to obtain information requested by authorized personnel

Enters, updates, and retrieves information from a variety of computer systems.

Answers or forwards non emergency requests for assistance

Ability to interact with team members

Serves as receptionist by answering department telephone, forwarding calls to appropriate personnel, greeting and assisting the public with inquiries and requests from the police department

Perform any other related duties as required or assigned

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

No supervision.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

Same as Degree 4, but loss would range from $150,000 to $1,000,000.

What departments (if any) are supervised by this position? : None

EDUCATION AND EXPERIENCE

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Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college.

EXPERIENCE GENERAL

2 years related experience and/or training.

EXPERIENCE MANAGEMENT

Not Required

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

DIRECTED. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing BASICALLY THE SAME TYPE OF WORK.

DECISION MAKING

Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also frequent opportunity for decision-making of MAJOR IMPORTANCE, either of which would affect the work operations of SMALL ORGANIZATIONAL COMPONENT and the ORGANIZATION'S CLIENTELE.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee PLANS AND ARRANGES OWN WORK, referring only UNUSUAL CASES TO SUPERVISOR.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require CONSIDERABLE time and effort to correct the situation.

Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a LIMITED EXTENT, but where succeeding operations or supervision would NORMALLY PRECLUDE the possibility of a serious situation arising as a result of the error or decision.

MATHEMATICAL SKILLS

Not Indicated

CRITICAL THINKING SKILLS

Not Indicated

MENTAL DEMAND

CLOSE MENTAL DEMAND. Operations requiring CLOSE AND CONTINUOUS ATTENTION for control of operations. OPERATIONS REQUIRING INTERMITTENT DIRECT THINKING to determine or select the most applicable way of HANDLING SITUATIONS regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

COMMUNICATION SKILLS

ACCOUNTABILITES

FREEDOM TO ACT

MODERATELY DIRECTED. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

SMALL: Job creates a monetary impact for the organization from $100K to $1MM.

IMPACT OF JOB ON END RESULTS

MODERATE IMPACT. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Must possess a valid Arkansas State Driver's License or valid Driver's License recognized by the State of Arkansas. Possess or obtain CJIS certification.

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Possess or obtain a notary public. ACIC level I and II

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

REGULAR CONTACTS with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a LIMITED type of problem for the organization.

CONTACTS WITH EMPLOYEES

Contacts of CONSIDERABLE IMPORTANCE within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

REGULAR USE OF HIGHLY COMPLEX machines and equipment; specialized or advanced software programs.

SOFTWARE SKILLS REQUIRED

- Presentation/PowerPoint: None
- Programming Languages: None
- Spreadsheet: None
- Word Processing/Typing: None
- Other: Not Indicated
- 10-Key : None
- Accounting: None
- Alphanumeric Data Entry: None
- Contact Management: None
- Database: None
- Human Resources Systems: None
- Payroll Systems: None

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Never
- Walk: Never
- Sit: Never

- Use hands to finger, handle, or feel: Never
- Reach with hands and arms: Never
- Climb or balance: Never
- Stoop, kneel, crouch, or crawl: Never
- Talk or hear: Never
- Taste or smell: Never

WEIGHT LIFTED

- Up to 10 pounds: Never
- Up to 25 pounds: Never
- Up to 50 pounds: Never
- Up to 100 pounds: Never
- More than 100 pounds: Never

VISION REQUIREMENTS

PHYSICAL DEMAND

HIGHLY REPETITIVE, LOW PHYSICAL: HIGHLY REPETITIVE type of work which requires concentration in the performance of tasks for CONSISTENT TIME CYCLES as prescribed by the tasks.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives):

Never

- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never

LEVEL OF NOISE

Very quiet (forest trail, isolation booth for hearing test, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ADDITIONAL INFORMATION

Not Indicated

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