



## CITY OF WEATHERFORD JOB DESCRIPTION

<b>Position:</b> Records Clerk	<b>FLSA:</b> Non-Exempt
<b>Department:</b> Police Department	<b>SCHEDULE:</b> 40 Hours per week. Position may be subject to occasional overtime
<b>Reports To:</b> Lead Records Clerk	<b>Positions Supervised:</b> none

### Job Summary:

Under the direction of the Lead Records Clerk, the employee processes police reports and other legal information and documents for the Weatherford Police Department and enters data in records management systems.

### Roles & Responsibilities:

- Verifies and validates information entered into computer system by police officers and notifies a supervisor if corrections need to be made. Enters other various types of information into computer system in an accurate and timely manner; retrieves information from computer system as requested.
- Transfer citations internally via electronic database.
- Approve accidents daily.
- Receives and routes telephone calls to necessary departments.
- Assists the public at lobby window and over the telephone.
- Provides reports, instructions, and information.
- Collects money and processes deposits.
- Approves reports for accuracy and NIBRS. Enters reports into the RMS system as needed.
- Attend training/conferences/continuing education courses to remain up to date on new requirements. Some training courses may require out-of-town travel.



- Assist with receiving and distributing all U.S. Mail and parcel deliveries for the department.
- Process all Open Records Requests as defined by state law.
- Prepares NIBRS monthly reports.
- Operates scanning system; Laserfiche to digitally computerize documents.
- Obtains and maintains TCIC/NCIC and CJIS access.
- Cover reception area.
- Assist the public by telephone and in person and to process related information and reports.
- Follow Court Orders to Seal or Expunge Police records.
- Maintains Record Retention schedule for department, purges records accordingly.
- Prepare and file court cases.
- Notarizes Official Paperwork for the agency.
- Maintain police records in a systematic manner.
- Compile, type, copy and file various reports in an accurate and timely manner.
- Issue Peddler/Solicitor Permits.
- Performs other related duties as assigned.

**Knowledge, Skills, and Abilities:**

- Knowledge
  - Of Microsoft, Excel, and Power Point
- Skills
  - Typing
  - Proofreading typed materials for correct grammatical form and spelling



- **Abilities**
  - Perform tedious and repetitive work.
  - Understand and follow oral and written instructions, coordinate multiple assignments and tasks, work independently with little supervision.
  - Maintain a reliable and punctual level of attendance.
  - Work and communicate effectively with City personnel and the public, especially during emotional, high stress situations.
  - Maintain accurate files and records with attention to detail.
  - File numerically or alphabetically.
  - Maintain records and reports.
  - Stand or sit for extended periods of time to operate related equipment, including computer keyboard, printer, scanner, calculator, copier, telephone, and fax machine.

**Physical Requirements:**

- This is primarily an office classification; however, standing in work areas and walking between work areas may be required.
- Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve file information.
- Employee may be required to lift, carry, push, and pull objects weighing up to 40 pounds.
- Ability to reach and perform activities at desk; ability to reach overhead to obtain supplies and items in cabinets or on shelves.
- Ability to sit for extended periods of time.

**Environmental Conditions:**

- Employees work in an environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.



- Employees may be subject to time pressures, frequent changes to tasks, performing multiple tasks simultaneously, working closely with others as part of a team, occasionally working alone, and working with irate people.
- Employees will be subject to varying levels of stress in accordance with interaction with peers and others in an office environment.

**Minimum Qualifications:**

- High school diploma or equivalent and one-year related experience.
- Due to the nature of the position, employees must have a clear criminal history background.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the job description for this position which I hold with the City of Weatherford. I understand that this description is intended to describe the general nature and level of work being performed and is not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required. I understand that I may be required to perform other duties as needed. I further understand that this job description may be changed at any time without notice.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_