

BLYTHEVILLE POLICE DEPARTMENT

JOB DESCRIPTION

JOB TITLE: POLICE CLERICAL

JOB SUMMARY:

A Police Clerical position works under the supervision of a Sworn Police Officer or a Non-Sworn Civilian Officer Manager. They are responsible for performing various clerical and administrative duties in a law enforcement/court setting. Duties include but are not limited to filing, answering phones, assists the public and communicates with other Law Enforcement agencies, scheduling meetings, ordering/restocking supplies, handling currency/monetary transactions, enters computer data, handling Law Enforcement related documents, reports and logs, handling/transporting evidence, processing work orders and purchase orders, providing confidential and routine clerical and administrative support for various Law Enforcement divisions, activities and units and within the Police department.

This position is non-sworn public employment and governed by city, state and federal laws, department policy and City Personnel rules and regulations.

EXAMPLES OF WORK:

1. Types/word processor prepares correspondence, memos, and such documents as may be assigned, makes copies, operates computer, telephone and fax machine and performs general clerical duties.
2. Files departmental correspondence, folders, reports and other materials physically and electronically, updates and maintains such files.
3. Performs clerical work; enters data, collects and records department statistics and information.
4. Trains new employees, participates in cross training, provides backup on other clerical non-sworn positions due to vacation, illness or termination.
5. Orders and maintains supplies necessary for office and certain departmental operations.
6. Prepare for meetings and correspond with member representatives on upcoming meetings.
7. Maintain in-office calendar and keeps track of schedules and appointments.
8. May receive cash and check receipts, maintain ledger book and record of bank deposits.

9. Collects fine, bond and ticket payments, issues receipts and records payments in the proper accounts; prepares and makes deposits in the proper accounts.
10. Enters/audits police and court reports and documents into computer systems and assists in distributing this information.
11. Maintains records, provides documentation and support for and assists city attorney in prosecuting cases.
12. Enters/audits tickets into computer; print information and update files; and track tickets and warrants in preparation for municipal court dates.
13. Prepares daily district court docket for the court clerk by identifying cash/bonding company; organize tickets and warrants with docket; and forwards all monies collected to the City Collector's Office.
14. Enters/Audits/Updates criminal incident reports, prepares/submits reports to ACIC/FBI.
15. Files, uploads, scans and makes copies of incident and accident reports; prepares and collects fees associated with FOI requests.
16. Prepares files for Criminal Investigations for Court and Prosecution. Tracks Circuit Court docket numbers for final disposition updates, audits and clears criminal incident reports.
17. Conducts criminal record checks.
18. Enters investigative and supplementary notes and reports.
19. Prepares juvenile records for the Juvenile Justice office.
20. Prepare court documents, witness/sign statements and other official documents.
21. May testify in court as needed
22. Assist with the packaging, handling or transporting of evidence to or from a Crime Lab and maintains records of items sent to the Crime Lab and when returned.
23. May perform calibration tests and maintain records associated with specialized police equipment requiring such documentation.
24. Answer phones, greet and assist visitors.
25. Handles telephone inquiries from the public and provides information to the walk-in public.
26. Performs related responsibilities as required or assigned.

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WORK RELATIONSHIPS:

Police Clerical staff has frequent contact with department personnel, city administration, other city departments, other law enforcement agencies, bonding companies, legal professionals and court officials, defendants, victims of crimes or accidents, businesses and the general public.

KNOWLEDGES, SKILLS AND ABILITIES:

- Basic knowledge of the criminal justice system.
- Knowledge of general office practices.
- Knowledge of grammar, spelling, and punctuation.
- Knowledge of record keeping systems.
- Knowledge of basic arithmetic.
- Knowledge of basic computer skills.
- Ability to answer the telephone, greets visitors, and provides information and assistance.
- Ability to maintain filing systems and research files to verify data in various forms and documents.
- Ability to operate standard office equipment.
- Proficient in keyboarding and data entry

PHYSICAL DEMANDS:

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 job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hand to finger, handle, or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

- Be a citizen of the United States.
- Be 18 years of age.
- High School diploma or GED.
- Pass a police background check.

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SPECIAL REQUIREMENTS:

- Must meet Arkansas Crime Information Center / National Crime Information Center standards
- Must pass drug screen

Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Chief of Police.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

This 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.

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