



Job Description

Job Title:	Records Clerk	Job Grade:	130
Department/Group:	Police Department	Exempt Status:	Non-Exempt
Reports To:	Records Supervisor	Date Created:	July 2017

JOB SUMMARY

Provide office support for the police department and command staff including creating, processing, maintaining, transcribing of all case reports. Processing all citations, run criminal history checks, process cases going to the county attorney's office for arrests, review of formal charges, and follow up, process vehicle and monetary forfeitures, enter stolen items into state database, process a variety of permits, helping public by answering phones and at the counter.

PRIMARY JOB FUNCTIONS:

- Maintenance of records and files and possible report generation from data in files.
- Reviews incoming documents, forms and other materials for correctness and legibility and to assure compliance with laws and statutes.
- Processes pertinent information of incoming documents, forms and other materials, such as issuing numbers, recording information according to prescribed procedures, cross-referencing, photocopying, and other related tasks.
- Furnishes general or technical information to other law enforcement agencies and the public over the counter or by phone.
- Copies legal documents or fills out legal forms without supervision.
- Assists the public in completing forms, explaining pertinent regulations and laws, searching files for information, assessing and collecting fees.
- Take complaints from the public and refer to the officer on duty.
- Transcribe reports/statements, type applications, forms and any other related material, and composes, types and proofreads correspondence as required.
- May train new clerical employees and organize, assign and review the work of temporary clerical employees.
- Requests and receives information on the Minnesota Criminal Justice Information System (MINCIS); operates computer terminal linked to State, Federal and Interstate law enforcement agencies.
- Answers inquiries, refers callers to appropriate agency or dispatches assistance as required.
- Assist Chief with meetings including note taking and correspondence.

SECONDARY JOB FUNCTIONS:

- Perform other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma; bachelor's degree preferred
- 3 years minimum professional experience in an office setting
- Experience with Multi Line Phones, Word processing, Transcription, and Law Enforcement environments.

Certificates/Licenses Required:

- BCA Criminal History Certification, Data Privacy Training, Security Awareness Training, CJIS Certification, Gun Permit Certification and Portals Certification.
- Notary Public License

INTERNAL/EXTERNAL CONTACTS:

Supervisory/Managerial Responsibility:

- Employee reports to and receives direction from the Records Supervisor and indirectly from the Police Chief.

Internal/External Contacts:

- Daily contact with all Police Departmental staff.
- Daily to weekly contact with other city department staff, the public and other Law Enforcement professionals, Citizen groups, businesses and organizations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to maintain a sense of calm stability when dealing with emotional or stressful situations.
- Ability to communicate well with the public and city employees.
- Ability to complete tasks assigned in a timely manner.
- Ability to define problems and draw valid conclusions.
- Sense of loyalty and responsibility toward the City.
- Possesses time management and planning skills.
- Understands the desired end product of job assignments in order to ascertain the most efficient and effective way to achieve the desired work product.
- Ability to handle and maintain security of extremely confidential information and experience.
- Ability to work with the public in emotional or stressful situations.

WORK ENVIRONMENT:

- Duties are performed in a standard office environment.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Sit or stand at a desk for extended periods of time and perform long hours of work at a computer.
- Hear and speak effectively to communicate in person and over the phone with the public, employees, service agencies and others.
- Visual acuity to read computer screens and printed documents for long periods of time.
- Manual dexterity to type on a keyboard and use a computer mouse. Perform manual tasks such as handwriting and searching through documents.
- Office work may include reaching for documents and supplies and repetitive motions such as typing and sorting.
- Required to lift and carry files and objects weighing up to 20 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB:

- Desktop Phone
- Desktop Computer
- Copier machine
- Transcription equipment.

ADDITIONAL INFORMATION

- Hourly range \$20.86 to \$24.92 per hour dependent upon qualifications. Overtime eligible.
- Offers of employment are contingent on successful completion of background investigation.
- Applications will be accepted until noon on February 27, 2018.

HOW TO APPLY

1. Obtain an application from our website: <http://www.cityofpriorlake.com/jobs.php>.
2. Email completed application and any additional information to aschroeder@cityofpriorlake.com or mail to:
City of Prior Lake
Attn: Human Resources
4646 Dakota Street SE
Prior Lake, MN 55372

This position may have access to data that could be classified as non-public under the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

Non-Discrimination Policy

The City of Prior Lake will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.