



## City of Warrenton

### Position Description

<b>Position:</b> <b>Police Clerk Assistant</b>	
Department/Site:   Police	FLSA:   Non-Exempt (20 hrs. per week)
Evaluated by:   Chief of Police	Salary Grade:   Paid Hourly

### Summary

Under supervision by the Police Chief; provides clerical and secretarial support to the Police Department; processes and reviews confidential Police records, documents, correspondence, and reports; prepares and enters data into the computer; processes, identifies, and prepares records and documents to be archived and purged according to written policy, procedures, guidelines, laws, standards, and best-practices.

### Essential Duties and Responsibilities

The duties listed below are examples of the work typically performed by employees in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

- Create documents, some of which may be confidential, from rough draft materials: correspondence, verbal and statistical reports and memos; compose routine correspondence; maintain general department files; process invoices for payment.
- Receive information from the public, in person or by telephone; schedule appointments; take reports; forward information to officers in writing or electronically.
- Review and process reports prepared by officers: determine if appropriate agencies received copies; proofread reports, return to supervisor or officers for other corrections; add criminal history data, driving records, and other information as necessary.
- Maintain citation, warrant, and other files, purging files in accordance with approved procedures; maintain Law Enforcement Data Systems (LEDS) "Inquiry" level certifications. Obtain and use information from the LEDS system.
- Mark and purge files in accordance with approved procedures, State guidelines, and best practices.
- Enter and manipulate data using computer, calculator, telephone, Fax, copier, and printer.
- Responsible for developing safe work habits and contributing to the safety of self, co-workers, and the general public.

### **Other Duties**

- Release vehicles from impound following established process and guidelines.
- Clean and/or disinfect offices as needed: vacuum, dust, wash windows, remove refuse, sanitize.
- Other duties of a similar complexity and responsibility may be assigned to this position.

### **Minimum Qualifications**

- Graduation from high school or G.E.D.
- General office/clerical experience including the use of computer programs such as word processing and spread sheets in an office/clerical environment.
- Certifiable within one year at the LEDS "Inquiry" level
- Record must be free of any conviction for a felony punishable by more than one year in jail or conviction for unlawful use, possession or delivery of a narcotic or other controlled substance.
- OSP CJIS Security Clearance through an FBI Fingerprint submission.
- This is a position requiring adherence to federal, state, and local laws, both on and off duty.

### **Licenses, Certificates, and other Requirements:**

- LEDS Inquiry Certification within one year of date of hire.

### **Desirable Qualifications:**

- Experience in the use of the computer programs Word, Excel, and other records management programs.
- Current certification with LEDS
- Familiarity with law enforcement technology
- Familiarity with State archive and purge guidelines
- Experience in good customer service skills and communication skills.

### **Physical and Mental Demands:**

Work is performed in an office environment but subject to events which may cause unusual stress; requires periods of sitting with attention to a computer keyboard and video display; light lifting or reaching for files is required; moderately heavy lifting to move record storage boxes at times; accuracy in recording information is required; frequent interruptions of work may be experienced by staff and customers depending on work times. Will interact with City staff, other organizations and the public; interact with people who are experiencing a wide range of emotions, may be mentally unstable, may be verbally abusive, prone to violence, and may be under the influence of substances.