

TASK FORCE CLERK

Department: Police
Division: Task Force
Reports to: Task Force Div./Police Chief

Classification/Grade: 16L
FLSA Status: Non-Exempt – Grant Funded
Date Approved: _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Actively support and uphold the City's and Department's mission and values. Perform a variety of specialized and technical clerical duties for the Task Force under the direction of the Task Force Supervisor. Perform functions of records clerk for the Task Force.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Perform a variety of clerical and technical duties involving high degree of confidentiality
3. Audit case report files; input data into criminal justice computer systems; create queries and research databases; operate a variety of software packages to produce statistical, informational, and intelligence reports, charts, and graphs.
4. Assist Department employees and the public in person and by telephone; retrieve information and files; provide general information regarding Department policies, procedures, and regulations.
5. Handle all calls and messages for department personnel.
6. Receive, sort and distribute incoming and outgoing mail.
7. Distribute all incoming subpoenas.
8. Process all report requests; make referrals to other agencies/departments; compile, type, enter, record and file a wide variety of records and reports.
9. Collect revenues; receive, deposit and document fiscal transactions; balance bank accounts monthly.
10. Assist general public, departmental personnel and representatives from other agencies in obtaining police related information.
11. Organize tasks according to priority.
12. Ensure proper disposal of confidential documents as needed.
13. Ensure proper care, operation and maintenance of equipment assigned to unit.
14. Disseminate case files to appropriate agencies.
15. Stock all the blank forms for the department.
16. Ensure storage of department records is secure at all times
17. Be dependable and meet acceptable attendance requirements at all times.
18. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Department procedures, policies, and terminology and law enforcement operations.

- Modern office practices, procedures, and equipment.
- Computer systems/software used in law enforcement agencies including Microsoft, GroupWise, DMV, SCOPE, NCIC, NLETS, NCJIS, RMS and related equipment.
- Public relations
- Business communications skills
- Proper filing methods and proper procedures for handling evidence
- Problem solving techniques

Ability to:

- Type at speed necessary for successful job performance.
- Operate general office equipment including; fax, printer, copy machine, typewriter and telephone system.
- Communicate effectively, both orally and in writing.
- Utilize effective time management and goal setting skills
- Perform multiple tasks against strict deadlines
- Perform duties under strict timelines and stressful conditions.
- Work independently on assigned projects involving research and data collection
- Establish effective working relationships with employees and the public
- Use good judgment in most expedient course of action within established guidelines
- Act rationally in stressful situations.

Special Requirements:

- Must be bondable to be a notary.
- Residency Requirement: Must be able to respond within 30 minutes from residence.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

<u>Education:</u>	High school diploma or G.E.D.
<u>Experience:</u>	Three years experience of a secretarial/clerical nature.
<u>Training:</u>	Speak and write Spanish fluently preferred.
<u>License or Certificate:</u>	Must possess, at the time of employment and continuously throughout employment, a valid Class “C” driver’s license and Terminal Operator Certification awarded by State of Nevada within six months of employment.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; frequent stooping, twisting, bending, kneeling, and reaching; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Must carry/lift/push or pull loads of up to 25lbs.

Job Hazards/Risk Factors:

Employee may risk physical hazard from angry, unstable, violent and highly volatile prisoners and citizens and from weapons; exposure to communicable diseases, hazardous materials and body fluids; risk of civil litigation due to performance of duties.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.