



RECORDS CLERK

Department: Police Classification/Grade: 17
Division: _____ FLSA Status: Non-Exempt
Reports to: Corrections/Dispatch Commander 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

Under the direct supervision of Deputy Police Chief, performs a variety of specialized and technical clerical and public contact duties for various Police department areas, other City of Mesquite departments, other law enforcement agencies, related criminal justice offices and the general public. Perform all functions in processing work cards for the Police Department, ID cards for City employees, and assist in the processing of evidence.

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. Process work card applications, enter information into computer systems.
3. Balance accounts and deposit money from work card activity.
4. Complete daily productivity report for work card activity.
5. Answer incoming calls with courtesy and proper phone etiquette.
6. Serve as a Notary Public for the City of Mesquite Police Department.
7. Enter arrests, work card information, case disposition data, etc. into computer system.
8. Register all ex-felons and sex offenders and enter data in state and in-house system.
9. Process Sex Offender notifications according to NRS.
10. Assist general public, departmental personnel and representatives from other agencies in obtaining police related information.
11. Take fingerprints for business licenses, public and all work card applicants.
12. Receives evidence, such as weapons, ammunition, narcotics, drug paraphernalia, tools, automotive parts, documents, clothing, luggage, and other items.
13. Retrieves, verifies and catalogues all incoming property/evidence, stores evidence in proper place in vault, logs location and ensures that vault is lock and secure.
14. Receives blood and urine samples from the Mesquite Detention Facility and stores them in the evidence vault.
15. Receives Evidence Disposition Reports from police supervisors authorizing the storage, release, and disposal of evidence.
16. Releases evidence to rightful owners in accordance with departmental policy.
17. Temporarily releases evidence to courts, police officers, labs, and attorneys for their review and for court trials, in accordance with departmental policy.
18. Prepares evidence for disposal and makes arrangements with Chief of Police, police personnel, and representatives from outside agencies to destroy evidence.
19. Updates computerized and manual inventory reports and logs on evidence received, released, and destroyed.
20. Provides information to representatives from the District Attorney's Office, Public Defender's office, private attorneys, Victim/Witness Advocate Office, City Attorney's Office, and members of the public on departmental policy and procedures in regard to matters concerning evidence.

21. Audit case report files as well as move and store prior year case files in storage.
22. Responsible for registration and inspection of Electric motorcars, bikes, and guns in accordance with state and federal laws and procedures.
23. Inform officers of and log vacation checks requests from the public.
24. Process Pawn tickets on a daily basis for wants, warrants, stolen items, etc.
25. Ensure proper disposal of confidential documents as needed.
26. Utilizes criminal justice information systems to perform records maintenance and retrieval function including Spillman, Record Management System (RMS), Shared Computer operations for Protection and Enforcement Systems (SCOPE), National Criminal Information Center (NCIC), and Nevada Criminal Justice Information System (NCJIS).
27. Ensure proper care, operation and maintenance of equipment assigned to unit.
28. Assist in scheduling school Crossing Guards.
29. Be dependable and meet acceptable attendance requirements at all times.
30. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Assist in the maintenance of records with regard to utilization, retention, preservation, and disposition of records in compliance with Federal, State, and City laws and or regulations.
- C. 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:

- Federal, State, and City laws and regulations pertaining to records principles, systems, equipment, and supplies.
- Department procedures, policies, and terminology and law enforcement operations.
- State and City laws pertaining to work cards, felon registrations and sex offender registration.
- City government functions and records retention requirements.
- Modern office practices, procedures, and equipment.
- Public relations.
- Business communications skills.
- Proper filing methods and proper procedures for handling evidence.
- Problem solving techniques.

Ability to:

- Apply Federal and State regulations relating to records.
- Understand and follow verbal and written instructions.
- Explain rules, regulations, and procedures in person and over the telephone.
- 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:

Education: High school diploma or G.E.D.

Experience: Three years experience of a secretarial/clerical nature, with one year in archives and records experience.

Training: Speak and write Spanish fluently preferred.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid 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.

Revised & approved: September 2002
June 2006 (Title & Grade)
October 2009 (license)