

## SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

### CLASS SPECIFICATION

CLASS CODE: 100335

### POLICE RECORDS CLERK

**Definition:** Under general supervision, performs a variety of technical and clerical support work in entering, retrieving and verifying police records information and responding to requests for information from law enforcement officers, agents of the court, and the public. **This job class is treated as FLSA non-exempt.**

**Essential Functions:** Essential functions may vary among positions and may include the following tasks and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not intended to be comprehensive list of tasks performed by all positions in this classification.

#### Tasks:

1. Codes and inputs a variety of case and offense records into a personal computer based records management system and maintains an accurate and current database of criminal activities.
2. Processes all requests for police reports or records, making copies of a variety of reports for law enforcement officers, agents of the court, and other authorized persons requesting copies.
3. Processes records checks of arrest, conviction, and traffic violations history in response to authorized requests.
4. Run periodic statistical reports of criminal activities by type of crime, officer assigned, or other category.
5. Scans documents, files and maintains files of departmental records including police reports, computer records and other documents.
6. Greets individuals on the phone and in person to respond to numerous inquiries and requests.
7. Performs other job-related duties as assigned to maintain and enhance department operation.

#### Knowledges, Abilities, Skills and Other Characteristics:

- Knowledge of customer service and communication techniques.
- Knowledge of record keeping procedures.
- Knowledge and proper use of Business English including spelling and punctuation.
- Knowledge of the confidentiality requirements of police records and information.
- Knowledge of who is authorized to receive the various types of information available in the records systems.
- Knowledge in operating a personal computer and related software.
- Skill in establishing and maintaining effective working relationships with law enforcement employees, agents of the court, and the public.
- Skill in understanding and following complex written and verbal instructions and procedures.
- Skill in operating a variety of standard office equipment.
- Ability to respond to requests and inquiries in a tactful and courteous manner.
- Ability to perform multi-tasks with numerous interruptions.
- Ability to accurately proofread numerical and text data.
- Ability to communicate clearly and concisely both orally and in writing.

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- **Qualifications:** Graduation from high school or GED equivalent and experience equivalent to one (1) year of full time office/clerical support work; or completion of a post high school course in Office Practices, General Business, or closely related area. Must type a minimum of 35 wpm NET.
- **Special Requirements** - Positions in this job class are subject to working a rotating schedule which may include nights, weekends and holidays.
- **Special Qualifications:** Successful completion of Police Department background investigation and polygraph.
- **Equivalency:** Any equivalent combination of education and experience that will allow the applicant to satisfactorily perform the duties of the job may be considered.
- **Insurability** - Must possess a valid Arizona operator's license and be insurable under the tribal insurer requirements which are outlined as follows. Must be at least 18 years of age and have one (1) year of driving experience in the class of vehicle operated. Driving disqualifications will occur if during the last three (3) years, the driver has any of the following convictions: for a felony; sale, handling or use of drugs; alcohol or drug related offense that is automobile related; three (3) or more speeding violations; more than two (2) speeding tickets in excess of 15 mph; one or more other serious violations. "Serious violations" are defined as: driving under the influence of alcohol/drugs; violation for alcohol offence during use of a vehicle; failure to stop/report an accident; driving while impaired; making a false accident report; homicide, manslaughter or assault arising out of the use of a vehicle; driving while license is suspended or revoked; racing; attempting to elude a police officer. Other disqualifications would include having a driver's license suspended or revoked and involvement in two (2) or more chargeable incidents.