
RECORDS CLERK I JOB DESCRIPTION

POSITION SUMMARY

The Records Clerk is a civilian employee under the immediate supervision the Director of Support Services, and under the direct supervision of the Records Clerk II. As an employee of the police department, a Records Clerk is expected to perform in a courteous, professional manner in all dealings with the general public and departmental personnel, comply with the orders, policies, procedures, rules and regulations of the department.

RESPONSIBILITIES

1. Report for duty at the scheduled time and perform the activities of the Records Unit at the direction of the Records Clerk II.
2. Maintain the security and confidentiality of all records and documents.
3. Perform clerical, data entry and word processing functions in the Records Management System and other programs used by the agency in completion of daily activities.
4. Prepare court jackets as requested by officers.
5. Prepare and transmit the required federal and state fingerprint identification information.
6. Request Driver's License Abstracts from the Illinois Secretary of State's Office on individuals charged with certain traffic offenses.
7. Record court dispositions following adjudication by the court.
8. Remove and dispose of the appropriate forms following adjudication of a case by the court.
9. Maintain an inventory of office supplies.
10. File records and documents in an orderly fashion.
11. Prepare and submit Illinois Uniform Crime Report data into the state's electronic reporting tool.

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12. Respond to all requests for records checks or copies of public records within departmental policies and the Illinois State Law.
13. Attend regular training courses upon assignment of the Chief of Police to increase skills and knowledge.
14. Perform such other tasks as required or assigned which are reasonably within the scope of responsibilities.

QUALIFICATIONS

Requires calm, well-organized, self-motivated, and an individual who can interact with the public and be an effective team member in a pressure situation. Knowledge of office practices and procedures with experience in customer service. Must possess accuracy in clerical and data entry skills. Must have experience with the current computer application of Microsoft Office. High school diploma or equivalent. Two (2) years' experience in a responsible clerical, customer service position.