



City of Irving Job Description

Senior Police Records Clerk

FLSA Status:	Non-Exempt	Job Department:	Police
Job Code:	J362	Reports To (Job Title):	Police Records Supervisor

PURPOSE

To assist Police personnel and the public with complex, deadline-driven record preparation, processing, filing, and retrieval, along with various duties related to assigned area of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Assist members of the public and police department at the front counter or by phone/fax/email to prepare, submit, retrieve, and/or fulfill various types of records and requests, including offense/accident reports, Open Records requests, security clearances, warrants, affidavits, and protective orders.
- Scan reports into electronic document storage, management, and retrieval programs, creating indexes as appropriate.
- Enter records into and prepares reports from the records management system.
- Prepare, revise, and proofread complex police reports and legal documents under tight deadlines.
- Perform research to complete records, including assimilating information from databases, microfilm, paper documents, the internet, state publications, and through contact with officers.
- Maintain awareness of information in accordance to open records, the Texas Code of Criminal Procedures, yearly law updates, and county prosecution process/changes; Prepares and distributes records in accordance with these guidelines.
- Assist co-workers in the event of deadlines or workload demands.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- *If designated bilingual*, translate all parts of records-related transactions for the public & departmental personnel.
- Prepare warrants, affidavits, and cases for the purpose of prosecution.
- Prepare documents to forward to legal for open records.
- Process expunctions.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade.

EXPERIENCE

- Six months of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- NCIC Certification

KNOWLEDGE OF

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Police Records Information Resources: Repositories of information used in police records and related legal documents.
- Open Records Act: Laws and guidelines related to fulfillment of requests for information.
- Texas Criminal & Traffic Law: Laws and guidelines as to requirements of documents needed for prosecution of cases on the county and federal level.
- Case Preparation: Knowledge of laws and documentation needed.
- Expunctions: Knowledge of requirements to comply with court orders.

SKILLS AND ABILITIES IN

- Mechanical/Technical: Safely operating diverse office equipment especially computers, copiers, fax machines, film reader, scanner, paper shredders.
- Type: Accurately enter information using computer keyboard.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Reading Comprehension: Reading and interpreting documents.
- Service Orientation: Actively looking for ways to help people.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

Direct contact with citizens, police personnel, and/or outside agencies.

EQUIPMENT AND PROPERTY

General office equipment and supplies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee consistently is required to listen, see, sit, stand, and/or talk. Frequently, s/he is required to carry, climb, walk, pull, push, reach, and/or lift up to 10 pounds. S/he occasionally is required to kneel or stoop.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is moderate. The employee occasionally is exposed to louder noises, strong smells, or hostile behavior.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.