



City of Winder

Job Description: Police Records Clerk

Department: Police

Rev 5/14

EEO Function:

Pay Grade: 16

EEO Category: Administrative Support

Status: Non-Exempt

Pay Type: Hourly

Position Number: 6325

I. Chain of Command/ Reports To

Police Lieutenant or through the Chain of Command to the Chief of Police

II. Job Summary

Under general supervision, and in accordance with established procedures, the incumbent is expected to perform a variety of duties with only occasional instruction or assistance which includes varied and moderately difficult work relating to Police Department records and associated automated information systems. A Police Records Clerk must work productively even in the absence of supervision. Accuracy and attention to detail is essential, as work is normally reviewed only for over-all results. Incumbents have significant contact with the public, and outside agencies which requires strong personal interaction skills. This position also requires extensive knowledge of due process dealing with the job duties listed below.

III. Essential Duties and Functions

- Follow and promote Policy and Procedures of the City of Winder.
- Perform the technical aspects of collecting, collating, retention and control of various documents and reports held by the Department.
- Enters, inquires, and retrieves information from the records management system and other related databases.
- Maintains statistical records required by the State and Federal government. (i.e. traffic and crime reports)
- Registers and tracks criminal offenders who are required to register in accordance with State law, and obtain DNA, photos, fingerprints.
- Conduct record audits and verifications as required by Department guidelines and/or State law.
- Teletypes and receives warrants and acts as a liaison between the courts and the police department.
- Advises and consults with the City solicitor, judges, defense attorneys, as well as the general public, private and government attorneys, City of Winder, Barrow County and State personnel on matters related to police records and documents.
- Prepares and provides required documentation needed by the District Attorney in preparation for arraignment and prosecution of arrestees.

- Acts as department liaison to district attorney's office in providing copies of police reports and in scheduling police officer court appearances under the subpoena process.
- Assists in preparing court docket by searching records for possible criminal history for defendants and pulls criminal history records for use by the court.
- Assists with LiveScan & inked fingerprinting requests.
- Coordinate on-line report review process from citizens who are reporting non-violent crimes.
- Assists with the authorization of release of impounded and stolen/recovered vehicles.
- Assists with the coordination of out of state extraditions and in state transports with outside agencies.
- Assists with certifying citations for corrected vehicle violations.
- Interprets, applies and enforces all current laws, regulations and procedures governing the security and processing of police reports and criminal histories; trains employees on changes in laws and systems.
- Conducts research, compiles data and information, and prepares reports on records-related issues as assigned.
- Checks information entered into department computer system for accuracy.
- Maintains a variety of numerical and alphabetical records pertaining to related police activities such as arrests, traffic citations, accident reports, warrants for arrest, alarm registrations, trespass authorization letters, bicycle licenses, field interviews, and detention reports.
- Performs various entry and maintenance transactions involving stolen vehicles, missing persons, restraining orders, stolen property, etc., within state and national law enforcement telecommunication system databases.
- Processes crime, accident and incident reports, including quality control review and distribution.
- Processes court orders for sealing and destruction of records.
- Assists the city clerk with processing open record requests for the police department.
- Processes documents related to registration of sex, arson and narcotic offenders.
- Types police related reports and correspondence as assigned; transcribes various police reports from transcribing machine tape into Records Management System.
- Evaluates and identifies records preservation needs for various city departments. Gathers information from department staff to evaluate existing records storage and disposition procedures and systems.
- Develops and implements an efficient and uniform procedure for records management in compliance with federal, state and local laws.
- Appraises, categorizes and classifies record series to comply with record retention schedules.
- Establishes preservation methods of records preservation including, microfilming and digital imaging to ensure compliance with all state and federal guidelines relating to archiving.
- Reviews records to determine historical value.
- Issues and monitors the status of various permits.
- Establishes and maintains an inventory control and access and retrieval system.
- Reviews and evaluates all requests for filing and microfilm equipment and supplies.
- Documents request for access to public records with completion of request for information form and email.

- Performs physical processing of records to include labeling and boxing records for permanent or temporary storage.
- Determines the disaster recovery and backup needs for all documents stored in electronic format.
- Ensures that records room is organized and maintained in accordance with professional standards.
- Submits records retention schedule proposals for review and approval by the City Clerk.
- Ensures the proper implementation of records retention schedules, labeling of file containers, the physical transfer of records to storage and the timely destruction of records.
- Coordinates the transportation of obsolete records from the police department to the City Landfill or designated areas for destruction.
- Disposes or arranges for the disposal of eligible records and documents following proper laws and regulations.
- Coordinates the storage of departmental inactive temporary records and maintains those records for legally required periods.
- Processes all public records requests for the police department including audio, video, and photographs. Researches the request, reviews for legal criteria in releasing (under investigation, etc.), and verifies the identity and involvement of the requestor.
- Assists with the police department's Citizen Academy which includes background checks for attendees, coordinating speakers, tracking attendance, gathering supplies, and attending the Academy as a representative for the police department.
- Acts as back up for various Administrative Assistants throughout the department.
- Performs related duties as assigned.

IV. Knowledge, Skills, and Ability:

- Knowledge of and understanding of criminal and civil law, governing statutes and regulations, related to procedures, protocols and practices.
- Knowledge of various types of office equipment used to index and store documents such as microfilm, microfiche, and computer databases to include their functions and limitation.
- Knowledge of archival and records management terminology, principles and methods including appraisal, accessioning and registration, description, storage, environmental control, conservation, records scheduling and techniques as needed to manage all city records retention activities.
- Knowledge of techniques of records preservation, duplication and restoration.
- Knowledge of federal, state and city laws and regulations regarding record retention as needed to satisfy legal and contractual issues.
- Knowledge of Georgia open records act as it pertains to law enforcement records.
- Advance knowledge of Microsoft Word and Excel.
- Ability to arrange and describe archival materials and to appraise historical value of records.
- Ability to plan and organize to include developing a strategy, following a plan and accomplish goals.
- Ability to utilize archival records for historical research as needed to provide others with research assistance, provide information to department staff and other archives patrons.

- Ability correctly interpret and apply the laws, codes, policies and procedures related to the processing of Court documents.
- Ability to operate a variety of office equipment (i.e. phones, fax, printers, computer, etc.).
- Ability to effectively be accountable for the proper care of receipting and documentation.
- Ability to read and understand complex written materials including state, federal and local laws, regulations, legal documents, and professional publications.
- Ability to utilize computer software applications used for records retention schedule and/or transfer of records into the archival program.
- Ability to communicate orally as needed to exchange information with other employees, other professionals and the public.
- Ability to establish and maintain effective working relationships with employees, public officials, professionals and the general public as needed to answer questions and provide technical expertise in the maintenance and retrieval of documents and records.
- Ability to work with limited supervision to include setting priorities and managing time effectively as needed to accomplish operational goals and objectives.
- Ability to make sound recommendations concerning policies and procedures for the management of historical records and archival collections.
- Ability to use a personal computer and computer peripherals as needed to enter and retrieve information, develop automated records storage systems and assist users.
- Ability to operate document imaging and storing equipment such as microfilm and microfiche.
- Ability to operate a motor vehicle as needed to transport records, supplies, and equipment to appropriate departments and/or locations.
- Ability to use standard City software as intended.
- Ability to interact effectively with a variety of individuals and groups with varying educational, ethnic, and socio-economic backgrounds.
- Ability to promote a positive work environment.
- Ability to maintain confidentiality.
- Ability to present department documents.
- Ability to work routinely under highly stressful conditions.
- Ability to follow the chain of command.
- Ability to pass drug testing as noted in policy.
- Ability to maintain high ethical standards, both on and off duty.
- Skill in understanding and following oral and/or written instructions.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

V. Licenses and Certifications Required

- Notary Public Certification from the State of Georgia.
- Georgia Crime Information Center (GCIC) certified.

VI. Qualifications

- Associates Degree or two years of college equivalent.
- Minimum of 21 years of age.
- Three (3) years of clerical experience with a minimum of 1 year of work experience which involves records management responsibilities to include maintenance, retrieval, storage, archiving and disposal of temporary and permanent records.
- Never been convicted of a Felony.
- Must be a citizen of the United States.
- Work evenings, weekends and/or holidays as required.
- Must be able to be bonded and pass a credit check.

VII. Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to stoop, kneel, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 35 pounds.

Hearing: Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

Attendance: Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, the department and the public.

VIII. Working Conditions:

This position works in an office environment. While performing essential duties of the job, employees work in an environment under constant deadlines, frequent interruptions and a high degree of contact with the employees and public. This position may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud.

Some travel may be required to maintain training requirements.

All department personnel are subject to involuntary transfers at the discretion of the Chief of Police. Transfers and shift assignments are based on the needs of the department.

IX. Supervisory Controls/Responsibility:

May provide lead work direction and guidance to other employees, providing assistance on assigned projects.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.