

RECORDS CLERK (LAW ENFORCEMENT)

DISTINGUISHING FEATURES OF THE CLASS: This is electronic and manual filing and clerical work of a routine but responsible nature which involves the recording, indexing, filing and cross-referencing a variety of documents of a law enforcement agency. The work is performed in accordance with established procedure and under the occasional direction of a law enforcement officer. Does related work as required.

TYPICAL WORK ACTIVITIES:

Compiles and records statistical data on crime by entering certain information onto a computer and in appropriate ledgers and reports same to the New York Division of Criminal Justice and FBI;
Compiles and records statistical data for the Department of Motor Vehicles and New York State Police by reviewing all tickets issued, breaking them down by violation and entering them in a ledger;
Enters and deletes information from complaints on computer terminal, double-checks same for missing information and notifies superior of action to be taken when appropriate;
Prepares a variety of reports, monthly and/or annually, using information compiled daily such as criminal activity summary, monthly activity summary (includes complaints, summonses, accidents, etc.);
Reviews and records arrest data, looks for missing data and disseminates same as appropriate;
Handles telephone and in-person inquiries and gives out copies of records in accordance with established guidelines and procedures;
Seals records of juveniles as required by Court;
Acts as liaison between law enforcement agency, BCI, District Attorney's office, police agencies and Courts concerning case files;
Records appearance tickets and later enters disposition;
Keeps track of all fees received (accident reports, fingerprints services, photographs, etc.) and forwards same to appointing authority;
May keep time records for department employees and prepare overtime reports for review by appointing authority.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of alphabetical, numerical, subject and other filing systems; good knowledge of business arithmetic and English; working knowledge of law enforcement forms, documents and related terminology; ability to understand and carry out moderately complex oral and written instructions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience, one (1) of which must have been in a law enforcement office or agency.

NOTE: Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis. Post high school education may be substituted for the required general experience on a one-for-one basis for business or secretarial curricula or for up to one (1) year of that experience for any other curriculum.