

## **SENIOR FILE CLERK (BCI)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is filing and clerical work of a moderately complex nature involving establishing and maintaining filing systems in the BCI Division within the Sheriff's Department. The work differs from a Senior File Clerk in the irregular and/or weekend work required and the hours of work which conform to the standard law enforcement work week. Supervision is received from a Senior Identification Officer and work guidance (i.e. lead worker) may be provided to a small number of clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Maintains a complex criminal justice filing system, including narcotics, stolen property, sex offenders, mug shot, personal appearance, modus operandi files, etc.;

Classifies, labels and files correspondence, reports, memoranda, statistics and other documents;

Assigns BCI file numbers to prisoners committed to County Jail, keeps number assignment numerically;

Prepares and submits via mail and "data fax" transmission system fingerprint cards to both FBI and NYSIIS Identification Bureaus;

Secures and charges out papers and documents in accordance with a prescribed routine;

Sends requests for final dispositions to law enforcement agencies throughout the USA;

Receives and makes numerous telephone calls throughout the day to and from various police agencies concerning criminal records and related information;

Assists in devising and installing new filing systems;

Collates information and prepares statistical reports;

Prepares monthly statistical report based on information submitted to BCI with reference to type and location of crimes, crimes reported to departments, etc.;

Maintains a daily statistic sheet;

Assists in general clerical work, which may include the operation of office machines.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the operation of alphabetical, geographical, numerical, subject and other filing systems utilized in a Bureau of Criminal Identification setting; good knowledge of business arithmetic and English; good knowledge of office terminology, procedures, and filing equipment and supplies; good knowledge of the workings of the criminal justice system, especially as it relates to BCI clerical and filing systems, forms, procedures, etc.; ability to understand and carry out moderately complex oral and written instructions; ability to write legibly.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical experience, at least six (6) months of which must have been in a BCI or related setting.

**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 and for up to one (1) year of the required general experience for any other curriculum.

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Competitive