

SENIOR RECORDS CLERK-TYPIST (LAW ENFORCEMENT)

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work of a moderately difficult nature which involves a responsibility for the effective operation of a records room in a police department or law enforcement agency and includes the filing, processing and maintenance of a variety of documents such as complaint reports, accident reports, warrants, criminal summonses, informations, etc. The level of work is higher than that of a Records Clerk-Typist (Law Enforcement) in that this position provides clerical support for a larger number of police personnel in a higher-volume-of-crime area as well as to the Police Chief and also entails the supervision of a small number of other clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the filing, processing and maintenance of a variety of law-enforcement related documents such as complaint reports, accident reports, warrants, criminal summonses, depositions, informations, etc. by developing procedures for handling the work and assigning and participating in same;

Keeps a variety of records concerning alleged crimes committed, detention of prisoners, assignment of police personnel to court appearances, etc.;

Responds to requests for information, resolves discrepancies or conflicts in information for release, completes forms and prepares correspondence;

Prepares a variety of reports using information compiled daily such as criminal activity summary, monthly activity summary (includes complaints, summonses, accidents, etc.) and so on;

Keeps time records for certain department employees and prepares overtime reports as needed;

Reviews and records arrest data, looks for missing data and disseminates same as appropriate;

Seals records of juveniles as required by Court;

Acts as liaison between law enforcement agency, Bureau of Criminal Identification, District Attorney's office, police agencies and Courts concerning case files;

Records appearance tickets and enters case disposition;

Keeps track of all fees received (accident reports, fingerprinting services, photographs, etc.) and forwards same to appointing authority;

May handle confidential matters for Police Chief and act as his secretary by receiving calls and making appointments.

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; good knowledge of law enforcement forms, documents and related terminology; ability to type at a rate of forty (40) words per minute*; 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 three (3) years of office clerical or business experience, one of which must have been in a law enforcement office or agency and one of which must have included the supervision of a lower level clerical or clericals as well as an involvement with confidential matters.

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 year of that experience for any other curriculum.

PROMOTION: One (1) year of permanent competitive class status as a Records Clerk-Typist (Law Enforcement)

*To be demonstrated during the probationary period.