

BRIER POLICE DEPARTMENT
2901 228th Street Southwest
Brier, Washington 98036

POLICE CLERK POSITION DESCRIPTION

SUMMARY:

This is clerical/technical position in the Police Department that requires performing duties that are of a confidential nature and requires a high degree of public contact functions, sometimes involving customers who are upset and traumatized. Due to the sensitive nature of this position, a polygraph exam and psychological exam may be required. This position reports directly to the Chief of Police.

JOB DESCRIPTION:

The Police Clerk position usually works Monday – Friday 8:00 a.m. to 5:00 p.m. and performs the following duties: Work involved performing a variety of basic and advanced specialized office support work for the Brier Police Department. Accuracy and maintaining confidentiality of sensitive information are critical performance factors. Duties include general record keeping, data entry, researching public safety information, customer service, following Federal, State and City rules and regulations. These duties are not to be considered conclusive for the position this job description shall serve as an illustration only of some of the typical duties.

POSITION:	Full-Time Police Clerk Non-Exempt
HOURLY RATE:	\$29.63 to \$38.69 Depending on Experience
BENEFITS:	Basic Benefit Package (Medical, Dental, Vision, EAP, Life Insurance, retirement, & various leave.
UNION POSITION:	Yes
SUPERVISOR:	Chief of Police

QUALIFICATIONS:

- High school graduate or GED certificate;
- Must have knowledge and prior experience in city, state and federal requirements regarding dissemination, redaction, storage and destruction of police department records;
- Authorized to legally work in the United States;
- Must be at least 18 years of age;
- Must pass background check-investigation which may include a polygraph exam, psychological exam and medical exam-drug test;
- Type at least 45 words per minute;
- Experience using Microsoft Office programs;
- Possess knowledge, skills and ability to perform the job in a professional and competent manner;
- Experience in understanding and following City, State and Federal codes and other regulations related to area of work assignment;
- Experience working within a public safety agency and using various computer programs;
- Must have access level 2 certification or the ability to obtain certificate within 6 months of hire;
- Completed IAPE 40-hour basic course;
- Prior experience handling Public Disclosure Request;
- Filing felony cases with superior court;
- Filing misdemeanor cases with municipal/district court;
- Processing traffic infractions/citations;
- Processing CPL requests;
- Must be eligible to meet City insurance/bond requirements;

- Must have a valid WA. State Driver's License
- Must not have any felony convictions;
- Prior law enforcement office experience;
- Ability to communicate clearly both in written format and verbally;
- Must clearly demonstrate the basic knowledge, skills and abilities to perform the duties.

ESSENTIAL JOB FUNCTIONS:

- Serves as receptionist of the department's public window;
- Work independently with minimal or no supervision and effectively handle emergency situations.
- Receives incoming telephone calls on a multi-line telephone console and provides information and routing of calls to appropriate staff person.
- Set priorities on work assignments, perform numerous tasks simultaneously, coordinate with others to meet strict deadlines, and to maintain attention to detail and accuracy despite frequent interruptions.
- Assists customers with requests for routine police services, including traffic violations, fingerprinting and firearm licensing and other related functions performed by the police records section.
- Efficiently operate a variety of computer software applications and databases.
- Verifies data, enters data, and edits reports or information on computerized record keeping system.
- Provides logistic support to staff by monitoring base radio and computer aided dispatch and responds to information requests.
- Responds to requests for police records information from the City's police officers, other law enforcement agencies, prosecutors and the general public. Researches and provides information in accordance with department policies and public disclosure/privacy act requirements. All records management and public records functions are performed under the supervision of the Public Records Officer and will adhere to the PRO's directives.
- Works with prosecutor's office to provide criminal citations, case reports and follow-up information.
- Requests information via ACCESS system to include Criminal History, Firearms (NICS) checks, Department of Licensing, WACIC, NCIC, WASIS, etc...
- Efficiently operates traffic violations bureau, including preparation of court documents, maintaining files, dispersing of funds receipting and answering questions.
- Conducts IBR checks and within the LERMS system to ensure reports are ready for submission to the FBI through NIBRS monthly.
- Maintains property/evidence room, including accepting and handling evidence and found property, maintaining the chain of custody, appearing in court to testify. Obtaining appropriate authorization for destruction of evidence.
- Serve as Computer Aided Dispatch and ACCESS coordinator (TAC) for the Police Department including ensuring all staff have all required training and are certified, reviewing compliance issues with auditor and maintaining such files as mandated.
- Serve as confidential secretary to the Chief of Police when required and perform related responsibilities as required.
- Performs related work as assigned or required.

ABILITY TO:

- Answer telephone, greet the public, and provide information within scope of authority or refer to appropriate staff.
- Possess and demonstrate the Knowledge, Skills and Ability to perform the job duties in a professional and competent manner.
- Operate a variety of computer software applications, including word processing and database.
- Compile data from a variety of sources and prepare summary reports, including statistical calculations and tabulations.
- Maintain manual and computerized filing and record keeping systems and file documents.

- Maintain confidentiality and security of investigative information.
- Work independently, prioritize work, and meet deadlines.
- Follow established office procedures.
- Communicate effectively, both orally and in writing.
- Work as part of a work team; establish and maintain effective working relationships with co-workers and the public.
- Complete and maintain training certifications and updates.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered as an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

PERSPECTIVE EMPLOYEE ACKNOWLEDGMENT

DATE
