



Job Description

Job Title:	Record Specialist Clerk	Department:	Police Department
Reports To:	Administrative Assistant/Office Supervisor	Classification:	Non-Represented
Wage:	Salary Grade 3	Date Issue:	updated 11/15

Position Summary

Under general supervision, performs diverse and responsible statistical, keyboarding and clerical duties requiring individual judgment, initiative, and specialized knowledge in carrying out procedures and applying laws and regulations.

Essential Duties & Responsibilities

1. Performs diverse office duties and supervises daily office activities as directed which may include the direction and instruction of lower level clerical positions.
2. Accounts for and reviews all arrest records and investigation reports to assure accuracy, completeness and enters all arrest information and dispositions into the department's computer system, reviews and interprets criminal complaints.
3. Develops and implements procedures for expediting the flow of clerical work.
4. Compiles the monthly Uniform Crime Report, researches and organizes other complex statistical records, types correspondence or financial records.
5. Enters Patrol Division time card records.
6. Develops, maintains responsibility for, and recommends needed improvements on an efficient filing system.
7. Receives and screens telephone calls and visitors and acts as an intermediary for supervisors.
8. Adjusts complaints or supplies information explaining involved department procedures, making decisions based on procedures and regulations.
9. Reconciles daily cash receipts.
10. Operates and handles the routine upkeep of special office equipment such as printers, calculating, photocopy, microfilm, CRT's and dictaphone machines.
11. Reviews and processes requests from public for arrest/incident information in conformance with applicable Wis. Stat.
12. Initiates active warrant/apprehension request files, performs weekly warrant summary.
13. Performs related work as assigned.

Qualification Requirements

1. Considerable knowledge of office methods, practices, and data processing equipment.
2. Ability to learn the laws, ordinances, and regulations with respect to functions performed within three months.
3. Ability to obtain a satisfactory grade on clerical examinations involving English, business math, clerical accuracy, etc.
4. High level of proficiency in keyboarding at a prescribed rate of speed as determined by the Civil Service Commission.
5. Ability to oversee, coordinate, and lay out work for lower level clerical employees.
6. Skill in handling difficult and complex office situations.
7. Ability to exercise good judgment, courtesy, and tact in receiving office callers and making proper

- disposition of problems.
8. Ability to keep accurate financial records and make reports.

Education and/or Experience:

High School diploma or a GED Certificate recognized by the WI Department of Public Instructions and at least four (4) years of progressively responsible typing and clerical experience plus statistical experience.

Pre-Employment

Job offers for this position is contingent on the individual successfully pass an extensive background check and drug test.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk.

Updated 11/15
G O 12-09-10 Job Code Change
March 1997
Gen. Ord. 129-96-97