

ETPD Police Clerk

Description

Under general supervision of ETPD Police Leadership, receives, inputs, and maintains records related to police records, and criminal justice activities.

Examples of Duties

Essential Job Functions:

- Receives incoming police reports including arrest, offense, and crash records
- Completes and mails State related forms.
- Data entry of citations and warning tickets.
- Data entry of payroll and/or scheduling
- Prepares police reports and crime complaints for attorneys, courts, and victims.
- Electronically or In-person routes court subpoenas of employees.
- Maintains police records management filing system.
- Receives, processes, payment for requests for police, crash and arrest reports, background checks and public information requests.
- Provides administrative support for the Department.
- Transfer mail from administrative staff/public works to Department.
- Answers incoming calls.
- Prepares monthly statistical reports.
- Prepares reports and documents related to agency accreditation.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of records management principles, practices, and methods.
- Knowledge of City, State and Federal laws, codes and regulations governing Police records management.
- Knowledge of personal computers, hardware, and software.
- Knowledge of modern office practices and techniques.
- Knowledge of Police department policies and procedures.
- Skill in compiling and maintaining complex and extensive records.
- Skill in applying Police records management laws, rules and regulations.
- Skill in effective oral and written communication.
- Skill in preparing accurate reports.
- Skill in data entry.

Typical Qualifications

Required Education, Experience, and Certifications:

- High School diploma or equivalent, **and** one (1) year clerical or records management experience; **or** equivalent combination of education and experience.
- Professional clerical typing proficiency
- Must pass a post-offer pre-employment drug screening.
- Must obtain CLEAN/NCIC certification.
- May be required to acquire additional certification.
- Possess a current Pennsylvania driver's license

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Supplemental Information

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing and vision to monitor.
- May be subject to hazardous chemicals and infectious diseases.
- May be subject to confidential/graphic criminal investigations related documents & imagery

Equipment and Tools Utilized:

- Equipment utilized includes, but not limited to, computer, copier, fax machine, standard office equipment, shredder, and other related equipment.