



## POLICE RECORDS TECHNICIAN

### NATURE OF WORK

This is varied clerical work of moderate difficulty. Employees in this class perform operations which require the exercise of judgment based upon knowledge gained through experience and made in accordance with established precedents and departmental policies. Until the more difficult phases of work are learned, employees work under close supervision, but thereafter detailed instructions are received only at the institution of changes in procedures and on unusual or difficult matters. Work is reviewed through reports and inspection by supervisors.

### RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties (these examples do not include all of the duties which the employee may be expected to perform.)

1. Type correspondence, notices, documents, records and reports, cards and other items as required.
2. Closely work with staff of the city attorney's and prosecutor's office to create court files.
3. Prepare court subpoenas for police officers.
4. Proficient use of the police department's record management systems.
5. Answer the telephone and process information requests and complaints.
6. Prepare police reports received by walk in complaints or by phone.
7. Verify and register sex offenders.
8. Process Freedom of Information requests.
9. Prepare and process pistol registrations.
10. Track written citations for court and fine collections.
11. Operate a radio and general office equipment.
12. Report to the Chief of Police and Special Services Lieutenant.
13. Utilize a computer to facilitate departmental operations and reports using Excel and Word.
14. Proficient use of the Law Enforcement Information Network after certification.

**QUALIFYING KNOWLEDGE, SKILLS AND ABILITIES**

All of the following knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Reasonable experience in performing responsible clerical work.
- Reasonable knowledge of modern office practices, equipment and procedures, business English and grammar.
- Skill, speed and accuracy in performing various clerical and typing tasks.
- Skill in the use of a typewriter, computer, telephone system and other office equipment.
- Ability to see and hear well to complete duties.
- Ability to communicate effectively, verbally and in writing, to complete duties
- Ability to work effectively with numbers to complete duties.
- Ability to prepare and maintain accurate clerical records, correspondence, reports and tabulations.
- Ability to deal with the public tactfully and courteously.
- Ability to work effectively with other employees.
- Some College education preferred.

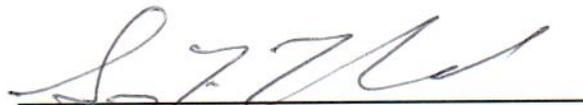
Approved:



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