

**Title:** Police Records Clerk  
**PG:** 24  
**Status:** Civil Service  
**Position Reports to:** Chief Clerk  
**Department:** Police Department

**Class Code:** 6101  
**Date:** 07/09

**GENERAL DESCRIPTION OF CLASS:**

This is an administrative support position responsible for advanced technical, clerical and customer service work related to the intake, maintenance, processing, dissemination and retention of police records. Employees in this classification perform a variety of police records and information systems work in response to internal and external requests requiring the application of communication skills and considerable knowledge of departmental operations and procedures, State of Florida Public Records Law and the Federal Privacy Act. Work requires the exercise of initiative, independence and discretion in handling delegated administrative details and performing various clerical duties. Work is reviewed through observation, conversation and analysis of reports and results achieved.

**ESSENTIAL FUNCTIONS:**

**The following examples do not necessarily identify duties performed by any single incumbent. The following information is intended to be descriptive of the responsibilities of the classification.**

1. Process criminal reports, fingerprint cards, photographs, returned checks and other miscellaneous information
2. Process Notices or Arrest Affidavits for transmittal to other governmental agencies requiring said information.
3. Process uniform traffic citations for transmittal to the Clerk's Office and Department of Motor vehicles.
4. Perform computer entry of daily reports in a timely manner; process daily accident, incident and arrest reports.
5. Handles customer requests from citizens, insurance companies, law enforcement agencies, and criminal justice personnel relative to the location and dissemination of official police records consistent with applicable State and/or Federal law and departmental policy.
6. Receives, issues receipts and processes monies for report copies, false alarms and record services.
7. Prepares files and distributes criminal reports as required; provides releasable information.
8. Enters information into and maintains accuracy of the Police Department's computerized records system.
9. Enters information into and retrieves information from the NCIC/FCIC system.
10. Prepare and scan documents as part of the records retention program required by the State of Florida.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of business English, spelling and punctuation; office practices and procedures including various computer software applications.
2. Knowledge of State and Federal laws relating to records management and the dissemination of public and private information.
3. Skill in operating computers and standard office equipment.
4. Ability to make arithmetic computations and tabulations rapidly and accurately.
5. Ability to readily acquire and make minor decisions from working knowledge of applicable regulations and related division policies and procedures.

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6. Ability to communicate with the public, employees and officials tactfully and courteously and to establish and maintain harmoniously working relationships with other employees.
7. Ability to design reports in response to specific tasking with a minimum of supervision.
8. Ability to solve problems logically and expeditiously.
9. Ability to prepare and maintain correspondence, reports, records and to perform routine office management details without referral to a supervisor.
10. Ability to prioritize work to meet time constraints.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time exerting up to 35 pounds of force on a recurring basis. Routine keyboard operations required. The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception and good manual dexterity.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High School diploma or its equivalent.
2. Five (5) years of experience performing progressively more complex secretarial/clerical duties.
3. Certified NCIC/FCIC operator.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to accurately keyboard at the rate of 50 words per minute.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.