

## BOROUGH OF WILKINSBURG

JOB TITLE:       **RECORDS CLERK**  
DEPARTMENT: POLICE  
REPORTS TO:    POLICE CHIEF  
FSLA STATUS:   SEIU  
LAST REVISED: OCTOBER 2016

### **POSITION PURPOSE AND OBJECTIVES:**

Performs highly responsible administrative work in the Police Department. The Records Clerk position is a confidential position working closely with the Mayor and the Chief of Police often involving confidential labor relations issues and matters involving litigation. The Records Clerk ensures the smooth and efficient operation of the Records in accordance with the departmental rules, regulations and applicable Federal and State requirements. This individual must exercise sound judgment and initiative in the performance of duties. Work is performed under the supervision of the Chief of Police or designee.

A police records clerk needs to keep records of all recent accidents and crimes, while also responding to public inquiries. Although the job does not require extensive education, a clerk must be mature and able to handle a potentially stressful job environment.

### **ESSENTIAL JOB FUNCTIONS:**

- Responds to citizens' request for service and information
- Prepares correspondence and reports, answers telephones, maintains files for the Chief of Police, Mayor and the Department
- Transcribes taped confidential information from investigative interviews and other general and technical topics
- Types departmental directives, prepares receipts of directives and distributes to appropriate persons
- Posts and delivers mail
- Prepares monthly false alarm records and billing
- Serves as receptionist for citizens who have business with the Department
- Performs timely and accurate data entry including, but limited to, accident reports, overtime and budget information, alarm permits and billing for special assignments
- Monitors attendance records and maintains departmental personnel records including, but not limited to, new hires
- Orders office supplies and equipment as requested and controls disbursement
- Assists the Chief of Police with preparation of grant proposals and budget reports
- Prepares yearly reports and administrative updates for police officers to ensure MPOETC certification
- Compiles data for and prepares Uniform Crime Report
- Functions as liaison between the Police Department, related Borough Departments, and other governmental agencies
- Tracks delinquent parking tickets and forwards for collection
- Performs related duties as assigned by the Chief of Police (designee) and/or Mayor

**KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

Must be proficient in current Microsoft Office software, including but not limited to Word, Excel, and PowerPoint; must maintain records through electronic and paper systems; must have the ability to use any current or other future computer platform for documentation; have skills of verbal and non-verbal conflict resolution. If at any time the job requires the operation of a Borough or personal vehicle, one must possess a valid PA Driver’s License.

**WORK CONDITIONS:**

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job in an office type of environment. The employee will be at times working with the public, some of whom may be irate, upset or disturbed.

Extension of the workday to meet deadlines is possible. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can be moderately loud.

**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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit or walk, talk or hear, use hands to finer, handle, feel or operate objects, tools, or control; and reach with hands and arms. Sitting for extended periods of time while entering data. The employee must occasionally lift and/or move items.

**MINIMUM QUALIFICATIONS:**

High School graduated or GED.

One year of experience with office or secretarial work (office procedures, customer relations, records, computer skills) or a combination of experience, education and training that would provide the level of knowledge and ability required for the position.

Must be able to pass a background check.

**DISCLAIMER:** The preceding description is not designed to be a complete list of all duties and responsibilities required of the Records Clerk.

Approved: \_\_\_\_\_  
Department Head

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Borough Manager

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Original Approval

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Revised