

CITY OF HENDERSON
JOB ANNOUNCEMENT:
POLICE RECORDS CLERK

HIRING RATE: \$25,814

OPENING DATE: 04/12/17

CLOSING DATE: 05/12/17

DESCRIPTION:

The purpose of this position is to provide administrative support to police personnel. This is accomplished by performing customer service, data processing, record-keeping, and administrative support duties in the Police Department.

JOB DUTIES:

Answers telephone calls and secures information from a wide variety of individuals; provides routine answers and information based on the type of request; takes messages; refers non-routine or complex calls to appropriate personnel for response.

Serves as receptionist for Department; greets visitors at the office and provides information or directs to others for assistance; uses radio to communicate with police officers to secure or provide the necessary information or request.

Receives, screens, and routes documents and other materials to the appropriate individuals.

Enters correct information onto forms, form letters, spreadsheets and databases as necessary to fit varying situations; inputs data and information into the computer; makes copies of forms, documents, correspondence or other records for files; responds to officers' requests for information; may serve as the TAC Coordinator for DCI.

Creates records or reports by posting information, such as pawn tickets, in an automated system.

Maintains accurate records; creates and maintains alphabetical, numerical and/or subject files on program or Departmental activities or clients; reviews and verifies records and reports to ensure that information is included and correct; serves as the point of contact for State agencies' review of records.

Types letters, reports and other materials; types rough drafts from handwritten or other marked copy.

Proofs reports and materials for completeness and accuracy.

Operates copy machine, fax machine and other office equipment; assists others with operations; verifies faxed materials were received by recipients.

Performs other duties as assigned.

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KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to make some independent decisions.

Self-starter with the ability to work in a dynamic environment.

Considerable knowledge of business English, grammar, spelling, vocabulary, and mathematics.

Working knowledge of modern office procedures and related office information technology equipment, software, and peripherals.

Working knowledge of City government, the Department, and services offered.

Skill in the operation of a computer, radio, telephone, printer, copier, fax machine, calculator, or other office equipment used in area of assignment.

Ability to communicate effectively in oral and written form in person and by telephone.

Ability to be tactful and courteous while conducting the City's business.

Ability to follow oral and written instructions and procedures.

Ability to input data or type with accuracy at the speed required.

Ability to learn and apply filing and coding systems and to arrange and place records, reports, and files into a proper sequence.

Ability to compile straightforward records and reports using manual and electronic information.

Ability to maintain confidential information.

Ability to establish and maintain effective working relationships with supervisors, co-workers, City officials and the general public.

REQUIRED QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and some administrative support experience involving customer service; or an equivalent combination of education and experience.

PHYSICAL REQUIREMENTS:

Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motion.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare figures and data, operate a computer, read extensively and proof work.

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OTHER:

Required drug testing and background investigation prior to employment.

Ability to obtain SBI background clearance and DCI Certification for Module 1, 2, and 3.

Applications may be obtained online at www.hendersonncpolice.com or picked up at City Hall, 134 Rose Ave, Henderson, NC 27536. Please send completed application to the Professional Standards Office, Henderson Police Department, 200 Breckenridge Street, Henderson, NC 27536. EOE