

# City of Alamosa Job Description

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**Position:** Records Clerk

**Reports to:** Office Supervisor

**Supervision Exercised:** None

**FLSA:** Non Exempt

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## **General Statement of Duties:**

Performs a wide variety of clerical, secretarial, and administrative duties for Police Department.

NOTE: The essential functions and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

## **Essential Functions:**

1. Receives, sorts, and distributes incoming mail and correspondence.
2. Assists general public, departmental personnel and representatives from other agencies in obtaining police related information.
3. Establishes and/or maintains a variety of files, records and documents as required maintaining complete reference and operational records according to established methods and procedures.
4. Maintains department filing system.
5. Processes arrest data and mail requests and review responses for quality.
6. Completes daily productivity reports.
7. Respond to a variety of inquires in person, by telephone and by correspondence relaying messages as necessary.
8. Types routine materials including, letters, memoranda, reports, forms, bids, etc., from copy or rough draft. Collect and compiles data for dissemination.
9. Determines and collects fees, makes adjustments, issues receipts, and keeps records of transactions.
10. Operates a variety of office equipment including, computer, photocopying equipment, typewriter, adding machine, etc.
11. Recording trial dates, dockets, court proceedings, summons and subpoenas as required.
12. Serves as back up with data to Office Supervisor/Evidence Custodian in compiling data and preparing routine weekly and/or monthly reports.
13. Assists the Property/Evidence Custodian with the daily management of the Property and Evidence Room.

**Knowledge of:**

1. Data entry into the Police Department Records Management System
2. Knowledge of modern office practices and procedures.
3. Knowledge of grammar, spelling and punctuation.
4. Requires the ability to keyboard accurately at a speed of 45 words per minute.
5. Requires the ability to meet deadlines.

**Ability to:**

1. Prepare, process, and file a variety of moderately complex forms, records and reports.
2. Establish and maintain effective working relations with superiors, other employees and the public.
3. Follow written and oral instructions.

**Education/Experience Requirements:**

1. High School Graduate or equivalent, Associate's degree is preferred.
2. A minimum of one year of general office experience dealing with the public. Specific assignments may require some knowledge of bookkeeping principles.
3. Equivalent combinations of education and experience may be accepted.
4. Ability to successfully pass an extensive background check.
5. Ability to successfully complete CCIC/NCIC certification within six months of employment.
6. Ability to attend and complete training in property/evidence room management.

**Required Physical Capabilities:**

1. Work is performed primarily in a fast-paced office setting with frequent interruptions, and at the reception counter of the department with necessity to deal with various members of the public and elected officials.
2. Normal range of vision and hearing for ensuring the safety of the employee, co-workers, and general public.

	not at all	occasionally	1-3 hrs.	4-6 hrs.	7-8 hrs.
<b>Lift/Carry</b>					
0-10 lbs			XX		
11-20 lbs.			XX		
21-40 lbs		XX			
41-60 lbs.		XX			
<b>Push/Pull</b>					
0-20 lbs.				XX	
21-25 lbs.		XX			
26-50 lbs.		XX			
51-75 lbs.	XX				
76-100 lbs.	XX				
Bending			XX		
Overhead reaching			XX		
Twist/Turn			XX		
Kneel/Squat		XX			
Sit				XX	
Stand/Walk			XX		
Ladder/Stair Climbing		XX			
Rotate activities/positions				XX	

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date