

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: February 2024

Position Title: Police Records Clerk

Status: Non-Exempt

Department: Police

Approved: _____

Accountable to: Administrative Assistant

Primary Objectives

Performs routine to semi-skilled clerical, receptionist and data entry support for the police department; performs related duties as required.

Supervision Received

Works under the general and technical supervision of the Administrative Assistant.

Supervision Exercised

None.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Enters offense, arrest, and other police data into the records management system; enters citations into PSDS software; codes arrests according to the NBRS codes; reviews for accuracy and ensures the information is kept confidential.
- * 2. Transcribes reports and statements; prepares and forwards incident reports to appropriate agencies and Investigator. Coordinates and tracks the flow of information and documents to and from the investigator and prosecutors.
- * 3. Responds to phone, fax and in-person inquiries and requests for information; directs calls, takes messages, provides information and assistance or refers to another staff member as appropriate.
- * 4. Retrieve, copies and provides police reports to the public in accordance with strict guidelines calculates and collects appropriate fee and prepares receipts in accordance with state statute 13.82.
- *5. Performs general clerical support work including: typing a variety of documents, letters, reports and memos, maintaining records and files, scanning, copying, printing, faxing, handling incoming

and outgoing mail, records as appropriate, and retrieving data or documents and disposal of. Maintains and destroys records in accordance with the mandated retention schedule.

- * 6. Prepares case files for prosecution and reviews all required supporting documents and submits them to the proper agencies in a timely manner.
- *7. Performs queries in CJIS and Anoka County records name database and provides the information to the requestor as needed.
- 8. Performs records checks after obtaining appropriate releases; refers any questionable requests to the Administrative Assistant.
- 9. Issues snowmobile, golf permits and dog licenses; verifies identification and insurance and signs off on impounded vehicles authorizing release.
- 10. Performs assigned duties of their supervisor in their absence.
- 11. Processes permit to purchase and runs criminal histories and background checks. Must have advanced knowledge of state statutes and federal laws as it related to firearms.
- 12. Helps with community events and performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of police department policies and procedures as it pertains to administrative support work
- Working knowledge of data practices laws and related department procedures.
- Working knowledge of database and word-processing software and the Minnesota Offense Table, Microsoft Word, Excel, Laserfiche, Outlook, and Adobe Acrobat.
- Considerable ability to maintain confidentiality and to read, understand and follow policies and procedures on appropriate release of information and use of law enforcement databases.
- Considerable ability to operate standard office equipment.
- Considerable ability to promote and provide excellent customer service and to communicate effectively with City staff and the public.
- Working ability to obtain and maintain CJIS Hot Files certification.
- Working ability to respond to questions and requests for information.
- Working ability to perform work that some requires bending, crouching, and pushing/pulling to retrieve documents, lifting and carrying of files and sitting to perform data entry for long periods of time.

MINIMUM QUALIFICATIONS

- One year of responsible office support work including receptionist, data entry, word processing and operation of standard office equipment.
- Must obtain CJIS Hot Files certification within one year of employment and maintain thereafter.