



City of Powell Position Description

Position Title: Police Clerk
FLSA Status: Non-Exempt
Reports to: Chief of Police
Employment Type: Full-time

Pay Grade: 1
Service Type: Classified
Revision Date: June 2026

Nature of Work:

Under general supervision of the Chief of Police, this position performs responsible and confidential administrative, clerical, and records-management work in support of Police Department operations. The position maintains police records and files; processes and verifies reports, citations, permits, and other documentation; enters and retrieves information from computerized systems; responds to public and interagency requests; and provides administrative support to department personnel. The work requires accuracy, sound judgment, discretion, strong customer service skills, and the ability to apply departmental procedures, records-retention requirements, and applicable laws and regulations.

Given the nature of this classification's duties/responsibilities, it has been designated as Non-Exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

Essential Functions of Work:

- This position updates arrest and crash reports, and processes traffic tickets, parking violations, false alarms, preventative patrol notices, liability releases, and other incidents; verifies and cross-checks information and ensures accuracy and completeness of information before entering into appropriate records and files.
- Prepares periodic statistical and administrative reports; tracks gasoline usage, civilian ride-alongs, and special-duty activity; and prepares maps, spreadsheets, and analytical reports as required.
- Answers the telephone, responds to email, and assists the general public with questions, complaints, and inquiries; takes accurate messages; refers to appropriate department staff when necessary.
- Prepares business emergency contact list; coordinates process of gathering updates enters and distributes updates to the 911 call center and Liberty Township Fire Department.
- Assists the public, media, attorneys, insurance companies, and other authorized requesters by locating and reviewing files, reports, audio, video, photographs, and other records; processes requests in accordance with departmental policy and Ohio public records law; identifies information requiring review or redaction; provides the daily activity log to the media; captures digital fingerprints; processes peddler permits;

provides notary services; receives alarm permit applications and house watches; schedules department tours; and responds to general inquiries.

- Maintains a case assignment list and provides case-closed letters to victims.
- Prepares and sends information to courts as required; notifies officers of court dates, processes incoming court mail, maintains a file of protection orders, records court dispositions, and seals cases as ordered.
- Downloads, organizes, and maintains case photographs, audio, and video evidence; prepares digital media for court, prosecutors, and public records requests; performs or assists with audio/video redaction as required; transcribes audio recordings; prepares employee and peddler identification badges; and performs other assigned digital records-management tasks.
- Collects authorized fees, maintains accurate transaction records, and reconciles accounts.
- Orders uniforms, equipment, printing, and office supplies; maintains accurate inventories of department and officer uniforms and equipment; and coordinates related records and vendor communications.
- Distributes packages and mail. Serves as liaison with contractors.
- Maintains permanent and temporary records and files in accordance with applicable records-retention schedules, departmental procedures, and legal requirements. Maintains and updates written Police Clerk procedures and process documentation.
- Provides clerical and secretarial support to the administration and investigative staff.
- Supports CALEA accreditation.

Nonessential Functions

- Performs other related duties as assigned.

Supervisory Responsibilities:

- None.

Minimum Qualifications:

- High school diploma or equivalent.
- At least 1 to 3 years of progressively responsible administrative, records, clerical, customer service, or related experience in a police department, other public agency, legal office, court, or records-management environment; or an equivalent combination of education, training, and experience.

- Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

Licensure/Certification Requirements.

- Possession of or ability to obtain an Ohio Notary Public certification required.
- Possession of a valid Ohio driver's license and vehicle insurance.

Knowledge, Skills, and Abilities:

- Ability to learn and effectively use specialized law enforcement, records-management, evidence-management, and other department computer software applications.
- Knowledge of Ohio public records law and records-retention requirements or demonstrated ability to acquire and apply that knowledge. Ability to review records for public release, recognize potentially confidential or exempt information, and accurately apply required redactions under established procedures and legal guidance.
- Some knowledge of the operations, rules, and regulations about the field of criminal justice and law enforcement.
- Ability to handle sensitive, confidential, graphic, or emotionally difficult law enforcement records and media with professionalism and discretion.
- Working knowledge of, or the ability to learn, laws, rules, regulations, terminology, and procedures applicable to criminal justice, law enforcement records, and municipal police operations.
- Ability and willingness to learn proficiently use video and audio redaction software and related digital evidence tools for public records, court, and investigative purposes.
- Knowledge of basic operations of municipal law enforcement. (May be acquired on the job.)
- Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.
- Ability to prioritize, organize, and perform work independently.
- Ability to plan and maintain recordkeeping sequences and systems.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Skill in observing situations analytically and objectively and relaying details accurately.

- Ability to compose and prepare effective correspondence, often without specific instruction, based on knowledge of municipal needs or procedures.
- Thorough knowledge of business English usage and practice. Ability to prepare and present effectively, oral, and written, informative material relating to the activities of the Police Department.
- Considerable knowledge of standard office procedures and practices and the use and maintenance of reports, records, and files.
- Considerable knowledge of the operation and care of standard office equipment, machines, and office computers. Knowledge of specific software programs.
- Accurate typing skills and the ability to proofread work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees and the general public, and to effectively and discreetly convey information.
- Ability to maintain a calm and effective demeanor when dealing with the general public.
- Ability to follow directions and to work well as a team member, as well as individually.
- Ability to attend work in a consistent, dependable, and prompt manner.

Working Environment and Physical Requirements:

- Typical office environment. May be asked to visit other sites or facilities.
- Ability to operate standard office equipment in the performance of job functions such as a telephone, calculator, printer, scanner, computer, and copying machine.
- Prolonged periods of sitting at a desk and working on a computer.
- Ability to occasionally lift and move objects weighing 10 – 15 lbs.
- Occasional pushing, pulling, kneeling, reaching, and standing.