



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 2024

Nature of Work:

Under general supervision of the Chief of Police, this position is responsible for clerical work of some complexity and variety in the Police Department. Work involves responsibility for police records and administrative office functions requiring knowledge of departmental procedures. Consists of the maintenance of records and files; entering computer data and completion of related reports; and provision of general clerical support. Work is performed within the framework of established procedures, policies, rules, 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 reports, tracks gasoline usage, civilian ride-along, and special duty, prepares maps, 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 by searching files, reports, and other records, providing information in accordance with departmental policies and procedures and public records law; provides daily activity log to the media; captures ink and digital fingerprints; processes peddler permits, and bicycle registrations. Provides notary services, receives alarm permit applications and house watches, schedules department tours, and answers 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 case photos, prepare videos for court and public records requests, transcribes audio recordings, prepares employee and peddler ID badges, and changes server tapes.
- Responsible for collecting fees and reconciles accounts monthly.
- Responsible for ordering uniforms, equipment, printing, and office supplies. Maintains inventory of department and officer uniforms and equipment.
- Distributes packages and mail. Serves as liaison with contractors.
- Maintains permanent records and files according to the retention schedule. Maintains a book of Police Clerk procedures and processes.
- 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 experience in a police department or other public agency or security firm or an equivalent combination of education 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 specialized law enforcement computer software applications.
- Some knowledge of the operations, rules, and regulations about the field of criminal justice and law enforcement.
- 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 the office computer. 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.