

## RECORDS/OFFICE ASSISTANT - 4021

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate skilled clerical work receiving, collating and copying police records and police related data; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

**Receiving, collating, and copying police records and reports; entering data; preparing and maintaining police records and files; assisting the public and other agencies by providing data.**

Receives, collates and copies police reports; ensures reports are submitted complete;

Enters incident and supplement reports, accident reports, arrests, citations and warrants; verifies reports have necessary information; assures correct coding;

Assists general public and staff by supplying information, copying documents, answering questions;

Telephones senior citizens enrolled in department program;

Scans police reports for items of interest to news media; composes, types and faxes major news items to media;

Maintains files on warrants; processes subpoenas; validates, logs and distributes incoming and outgoing papers;

Validates and corrects all data entered into computer; compiles data and prepares various reports; submits disk file to SBI;

Ensures sufficient supply of forms; provides copies of reports when requested;

Upgrades software as directed by provider;

Performs office assistance tasks for Chief, Captain and other staff;

Maintains reasonable and predictable attendance;

Performs related tasks as required.

### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of modern record keeping procedures and practices; thorough knowledge of police forms, terminology and records; thorough knowledge of departmental programs, policies and procedures; thorough knowledge of mid-range and PC computer operation; ability to perform a considerable volume of detailed record work; ability to maintain files; ability to type accurately and at a reasonable rate of speed; ability to operate general office and data entry equipment; ability to follow written and oral directions; ability to establish and maintain effective working relationships with associates.

### EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school including or supplemented by courses in typing and some experience in general clerical work.