

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Police Clerk Typist I

Department: Police

Supervisor: Records Division Supervisor

Supervises: None.

Grade: 22

Class Characteristics: Under general supervision, provides clerical support for departmental administrative personnel; assists with departmental records as assigned; forwards information as requested; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Provides clerical support for administrative personnel.
2. Serves as receptionist for the department; greets visitors; answers phone; processes mail, etc.
3. Accepts fines and issues receipts for parking violations.
4. Sends for record copies and issues copies of accident and case reports for citizens and insurance company requests.
5. Maintains and files case reports, issued citations, and accident reports.
6. Sends fingerprint cards, copies of missing person reports, domestic violence reports, and accident reports to state agencies.
7. Categorizes reports of thefts, burglaries, and other adult and juvenile offenses.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one (1) year of related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of modern office practices, procedures and equipment.
2. Knowledge of business English, spelling and arithmetic.
3. Knowledge of, or ability to learn, federal and state laws, administrative regulations, local ordinances, and court requirements regarding police work.
4. Knowledge of computer hardware and applicable software programs.

Skills:

1. Skill in the use of keyboards, computers, and standard office equipment.
2. Filing skills.
3. Oral and written communication skills.

Abilities:

1. Ability to carry out continuing assignments requiring the organizing of materials and the preparation of reports.
2. Ability to keep information confidential.
3. Ability to communicate effectively, orally and in writing.
4. Ability to establish and maintain effective working relationship with fellow employees and officials, other public safety agencies, and the general public.
5. Good judgment, tact, accuracy, neatness, thoroughness and integrity.

ADDITIONAL REQUIREMENTS

Instructions: Somewhat general; many aspects of work are covered specifically, but must use some of own judgment.

Processes: Seldom required to take new, different or unusual approaches in completing work.

Review of Work: All work is closely reviewed initially, but is reviewed less often with added training and work experience.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands: Work is performed in an office sitting at a desk or table. Must lift objects weighing less than twenty-five pounds.

Tools, Equipment and Vehicles Used: Standard office equipment (computer, keyboard, telephone, copier, etc.)

Contacts: Public and internal contacts are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Moderate.

Interruptions: Frequent

Special Licensing Requirements: None.

Availability: None.

Certification Requirements: None.

Additional Requirements: Must be able to occasionally work overtime.

Overtime Provision: Non-exempt.