



Police Records Clerk I



Compensation

The pay range for this position and starting rate is dependent on specific placement, qualifications and experience.

Pay range: \$20.53 - \$30.80

The hiring rate does not generally exceed midpoint of the range.

Town of Payson offers a generous benefits package including participation in the Arizona State Retirement System, 156 hours of paid time off per year for the first two years of service with accruals increasing with years of service, and eleven paid holidays.

How to Apply

A Town of Payson employment application is required and a resume is desired, both can be submitted on-line on the Town of Payson website, emailed to sheap@paysonaz.gov, or delivered to the address below. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description and additional information, please visit the employment page of the Town of Payson's website at www.paysonaz.gov

Open until filled.

The Town

The Town of Payson, nestled among the majestic mountains of the Mogollon Rim, a 7,000 foot, 200 mile long escarpment, is located at the intersection of State Routes 87 and 260, 90 miles north of the Phoenix metro area and 90 miles south of the City of Flagstaff. Payson, surrounded by the Tonto National Forest and the world's largest stand of virgin Ponderosa Pines, is graced with spectacular natural beauty. At an elevation of 5,000 feet, the area enjoys a mild climate that accommodates year-round outdoor exploration. Residents and tourists alike enjoy snow covered, fragrant pine trees while cross country skiing in the winter and extremely pleasant temperatures in the spring, summer and fall while they hunt, fish or hike. As of the 2021 U.S. Census, the population of the Town of Payson was 16,516. Payson residents enjoy full-service public safety departments, a water utility, parks and recreation, library, and community development among other governmental services.

The Department

It is the mission of the Payson Police Department to provide the highest quality of police services to our community. It is our responsibility to ensure that the people we serve can feel safe in their homes, at their places of employment, in our schools, and wherever they may travel within the corporate limits of the Town of Payson. The Police Department is made up of police officers, dispatchers, support personnel and volunteers who are all dedicated to the public safety of our residents and those who pass through our beautiful town.

The Position

The fundamental reason this classification exists is to perform specialized clerical work for a centralized records system involving routine classifying, indexing, filing, storing, and retrieving a large volume of material. After learning routine techniques and procedures, a Records Clerk I is expected to complete work with limited assistance and supervision. Thoroughness and accuracy of work is regularly reviewed by the Support Services Administrator. Some positions supervise clerks performing general clerical duties in connection with the upkeep of the records system. This class is distinguished from the clerk class series by its concern with a complex central records system, the need to establish and maintain various cross-reference indexes, and responsibility for preparing a large volume and variety of records for permanent storage.

Town of Payson
Job Description

Position Title: **Police Records Clerk I**

FLSA Classification: **Non-Exempt**

Pay Grade: **10**

Department: Police

Reports To: Support Services Manager

Approved By: DRAFT

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GENERAL PURPOSE

Operates word processing equipment to produce typed written police reports from dictation recordings. This includes editing for proper grammar, spelling, sentence structure, and punctuation; retrieving stored information for automatic printout; and making necessary insertions and deletions as requested. Some transcribing assignments may be of confidential or sensitive nature. Performs clerical work, which involves receiving, filing, maintaining and releasing records related to criminal justice activities. Work involves phone usage, computer work, and assistance to officers, the public, and other staff. Duties include performing background checks, retrieving police and traffic reports and entering stolen/found property information into databases.

SUPERVISION EXERCISED

May lead or supervise other clerical staff or volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Files, maintains and searches criminal history files and furnishes authorized information to authorized persons only;
 - Performs rapid record checks in response to radio/telephone inquiries;
 - Responds to information requests from police and other law enforcement officials and the public;
 - Operates a computer for query of and data entry into a variety of Town, statewide, and national databases;
 - Fingerprints and photographs applicants for Town employment, employee ID cards, licensee applicants, suspects, etc.;
 - Performs phone and counter work to assist customers for such duties as explaining rules and procedures, processing forms, performing cashiering work for the sale of records/reports, and issuing permits;
 - Provides certain technical information to Town staff and citizens and interprets Town rules within a defined area of activity, such as traffic regulations and alarm system ordinances and fees;
 - Assists in preparing court docket by searching records for possible criminal history for defendants and pulls criminal history records for use by the court;
 - Types police reports, letters, memos, forms, and other material as directed; maintains office
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files;

- Transcribes digitally recorded information in format required;
- Operates standard office equipment including but not limited to telephone, computer, printer, transcriber, and copy machine;
- Retrieves off line stored material for revision and printout;
- Files records according to department policies and filing system;
- Performs periodic routine operator maintenance on equipment, such as cleaning printer, changing ribbons, installation of printer toner cartridges, etc.;
- Copies reports and documents and distributes to police personnel, other agencies, and to individuals and companies requesting public records;
- May serve as a receptionist as circumstances dictate;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

PERIPHERAL DUTIES

- Performs other duties, which may be assigned from time to time.

MINIMUM QUALIFICATIONS

- Must be able to pass a thorough background investigation as stated in department policy, and must never have been convicted of a felony.

Education and Experience:

- Graduation from high school or GED equivalent.
- General knowledge of police records.
- Two years of experience with record filing systems, clerical training, record systems/clerical seminars or classes
- Any equivalent combination of education and experience.

Certifications & Licenses:

- Possession of a valid Arizona Driver's License and satisfactory driving record.

Knowledge, Skills and Abilities:

- Ability to prioritize incoming reports. Must be able to determine the urgency of report, complete reports, monitor status and follow through with dissemination of reports with in specified time frames.
 - Ability to skillfully operate a computer, printer, transcriber, and other office equipment.
 - Must have accuracy in typing, spelling and grammar.
 - Skill in indexing and filing.
 - Ability to perform a variety of clerical work.
 - Ability to meet established deadlines within limited time frame.
 - Ability to establish and maintain effective working relationships with the public and other employees.
 - Ability to hear and understand verbal communications (person-to-person, radio, or telephone) in order to react quickly and effectively in emergency situations.
 - Ability to verbally communicate in a clear concise manner in order to be easily understood in person-to-person, radio, and telephone communications.
 - Ability to work with minimal or no supervision.
 - Experience with word processing software and transcription skills.
 - Communicate effectively and cooperatively with other employees and the public.
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Additional Requirements:

- Some positions may require the use of personal or Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for Town business will be prohibited if the employee is not authorized town vehicle or if the employee does not have personal insurance coverage.
- Some positions may require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

TOOLS AND EQUIPMENT USED

Telephone, fax machine, copy machine, calculator, transcribing machine, and personal computer.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

While performing the duties of this job, the employee is frequently is required to sit, talk, and hear. The employee is occasionally required to stand; walk; use hands to finger, handle, grasp, or operate objects, controls, or the tools listed above; reach with their hands and arms, stoop, kneel. Requires repetitive movements standard in office related activities such as typing, and sitting and standing, talking in person and via the phone.

The employee must frequently lift and/or move up to 25 pounds, with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work shift work, days, nights, weekends, and holidays. The noise level in the work environment is usually quiet in the office.

MENTAL ACTIVITIES

Reasoning: Ability to apply common sense understanding to carry out assigned duties.

Ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

Logic: Ability to perform basic skills, including organizational and process management.

Language/Communication: Demonstrable ability to communicate clearly and concisely orally and in writing.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

Employee Signature

Date

