



CLARKSVILLE POLICE DEPARTMENT **RECORDS CLERK JOB POSTING**

Job Title: Records Clerk **Application**
Job Status: Full Time **Deadline:** **October 31, 2018**
FLSA
Classification: Non-Exempt
Starting Pay: \$ 28,537.60
Prepared by: Chief Mark R. Palmer
Prepared date: September 19, 2018

The Clarksville Police Department is seeking to fill the position of a full time Records Clerk. The Records Clerk position exists to provide support to the police department and is responsible for the collection, processing and dissemination of all reports of Criminal, Traffic and Service related activity as submitted by all units of the Clarksville Police Department.

CLASSIFICATION RESPONSIBILITIES:

A Police Records clerk performs specialized clerical and public contact work involving: the maintenance, compilation and dissemination of complex police records. The Records Clerk will perform the full scope of duties required of the Records Division personnel within the Police Department. These duties include:

- Processing, filing, maintaining, retrieving and distributing police reports and related confidential information. This person must exercise good judgment in handling, processing and supplying information to the public, sworn officers, and other law enforcement agencies.
- Answering inquiries via telephone, email, mail and fax which typically involves locating records, explaining procedures to the general public or providing information to other law enforcement agencies.
- Handling a public counter which involves processing public records requests, tow releases, gun permit applications and handling fees for various services provided.

ESSENTIAL FUNCTIONS:

As a records clerk you must be able to clearly communicate with sworn officers, other department personnel, the general public and other law enforcement agencies with clearly organized thoughts using proper sentence structure, punctuation, and grammar. You must follow verbal and written instructions, learn departmental objectives, polices, procedures and terminology as well the policies and procedures of the Town of Clarksville.

DESIRED MINIMUM REQUIREMENTS:

- Hold a High School Diploma or GED preferred.
- Any combination of training, education and experience equivalent to 1 – 3 years of office clerical experience.
- Must have a basic knowledge of operating a Records Management software application; preferably Law Enforcement related, New World, ITI and basic knowledge of IDACS/NCIC.
- Because of the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment drug screen as outlined in the Town of Clarksville's policy and procedures handbook.
- Functional understanding and previous exposure to modern office equipment and machines.
- Practical or trained knowledge of business English and letter forms.

APPLICATIONS AVAILABLE @ WWW.CLARKSVILLEPOLICE.COM ; completed applications to be returned in person.

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