

Middletown, CT Job Description

Classification Title	Records Clerk, Senior
Job Code	
Department	Police
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to process and distribute ~~all~~ police paperwork and to assist customers and other department personnel with requests. ~~The work is performed under the direction of the Records Supervisor.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Receives and processes requests for reports.
- Records money received from Records and Traffic Divisions. Prepares weekly deposit. Maintains accurate ledger for audit.
- Enters Court dispositions in computer and attaches to case files. Files and retrieves documents related to court dismissals and erasures. abstracts to reports; enters incident reports and arrest records.
- ~~Receives applications, processes and distributes permits for pistols, vendors, solicitors, special events, entertainment, bingo, raffles, temporary liquor permits, second hand dealers, raffles, auctions, bazaars, amusements, precious metals, dangerous weapon/instruments and similar other permits. **Must interpret Connecticut State Statutes**~~
- ~~Accounting responsibilities associated with money received from Records and Traffic divisions including weekly bank deposit and maintaining an accurate ledger for audit.~~
- Performs records Criminal Record checks and/or advanced records searches.
- ~~Performs complex and/or advanced records searches. Knowledge of RMS systems to research police cases and criminal records.~~
- ~~Receives and processes requests for copies of incident reports.~~

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- ~~• Files and retrieves documents; removes information relating to court dismissals and erasures.~~
- Assists customers at the counter and by phone. Assists officers with research on cases or individuals.
- Trains and provides assistance to the other records clerks during their daily duties and assignments.
- ~~• Complies with Privacy Act and Freedom of Information Act requirements.~~
- Receives, sorts and delivers departmental and personal mail.
- Assists with Court paperwork as needed.
- ~~• Works with police profiling system.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent with vocational/technical training in Criminal Justice, Secretarial Science or a related field with three years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. No information provided in JDQ.

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Appropriate education substitutions can be made.

Other

- ~~Position requires ability to obtain NCIC and FOI certifications.~~ Notary of Public and NCIC/Collect Certified.

PREFERRED QUALIFICATIONS

N/A

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KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~ Ability to perform ~~mid-level~~ mid-level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in

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determining and referencing such to established standards to recognize interactive effects and relationships.

- ~~Requires the a~~Ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as arrest reports, motor vehicle accident reports, subpoenas, warrants, computer research tools, laws, statutes, manuals, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Police Lieutenant, Records Supervisor and all department personnel, Court personnel and the public.~~
Ability to utilize multiple computer systems
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.
- Ability to maintain compliance with Privacy Act and Freedom of Information Act
- Knowledge of basic accounting principles
- Knowledge of Connecticut State Statutes and City Ordinances
- Ability to perform criminal record checks
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures

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- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~

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~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions 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.

~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/12/15
Dates revised	