

## CITY OF BLACK DIAMOND, WASHINGTON

### JOB DESCRIPTION

Job Title: **POLICE CLERK**  
Department: Police Department  
Reports to: Police Records Coordinator  
Compensation: \$4,138 - \$5,029 monthly  
FLSA Status: Non-exempt

#### **SUMMARY:**

This general clerical position serves in support of the police patrol function of the police department. This is a Teamster Local 117 represented position.

#### **SCOPE:**

**Reports to:** Police Records Coordinator

This position is under the supervision and direction of the Police Records Coordinator. This position requires the performance of complex clerical work requiring at times, independent judgment, coordination and preparation of reports and records involving varied, and at times, confidential information. The job further requires a great deal of public contact.

#### **WORK ENVIRONMENT:**

Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. Physical effort is needed to move, lift and carry office equipment, supplies and materials. Basic communication skills such as talking, seeing and hearing are needed for frequent person-to person contacts and telephone usage. The nature of the work has frequent interruptions; contact with the public and staff require strong communication skills.

#### **ESSENTIAL FUNCTIONS:**

- Process and maintain a variety of police records and filing systems.
- Issue, receive, type and process various applications, permits and other forms; process warrants, permits, citations; collect and process fees and charges.
- Perform a wide variety of routine clerical work including preparation and maintenance of department calendars, forms, records and manuals, post and distribute department mail, and schedule appointments as assigned.
- Answer telephone system; taking messages, providing information, or routing call to appropriate party.
- Act as a receptionist; wait on the general public, giving information, and answering routine questions.

- Type, proofread and process a variety of documents including general correspondence, memos, legal documents, police reports.
- Receives incoming and emergency and routine calls; secures and records critical information regarding the nature and location of incidents or problems and refers the matter to the responsible persons or to the 911 center for dispatching to officers. Screen telephone calls and refer citizens requests as required.
- Provide information and assistance to the public, regarding the policies, procedures, and purposes of City and departmental guidelines and regulations.
- Maintain and process files for arrests, correspondence, cards, memos and reports.
- Perform fingerprinting services.
- Perform typing with responsibility for accuracy and basic grammar, punctuation and spelling.
- Perform and maintain the traffic school program duties.
- Ability to establish and maintain working relationships with coworkers, supervisors, and the public.
- Attend any required training and/or maintain any required certification.
- Maintains inventories and orders departmental supplies and materials.
- Receive monies, issue receipts, post data, maintain and assure accuracy of the cash drawer.
- Must have the ability to learn, retain, and apply a variety of state, local, and federal regulations that pertain to records retention, information related to the Public Records Act, in order to maintain and protect the confidentiality of records and police information.
- Ability and knowledge to perform administrative duties in different computer software programs. (Spillman, ACCESS, JIS)
- Maintains monthly statistics – Uniform Crime Reporting (UCR) and annual reports.
- Prepares and maintains records and reports related to evidence, inspecting systems and facilities for maintaining such. Writes and maintains manual and computerized records related to evidence including custody documents, chain of custody documents, property receipts and related reports.
- Other duties as assigned.

## **QUALIFICATIONS:**

### **Education and Training:**

Graduation from high school and two (2) years of general clerical or office experience, preferably in a legal setting; or any equivalent combination of education and experience which would provide the desired knowledge, abilities, and skills. WACIC/NCIC certification desired or must be able to obtain upon employment. Washington Crime Information Center certification in operation of WACIC/NCIC Communications System. Submission of FBI record check and polygraph examination.

### **Licensing and Certification:**

Possess or be able to obtain a valid Washington State driver's license.

### **Knowledge, Skills, and Abilities:**

- Excellent phone etiquette and verbal communication skills.
- Punctual and dependable with excellent attendance.
- Excellent organizational skills including the ability to handle multiple tasks and projects in order to meet deadlines.
- Maintain accurate records, reports, and files.
- Interpret and follow oral and written instructions with attentiveness to detail.
- Ability to work in a fast-paced environment with frequent interruptions.
- Correct English usage, spelling, grammar, punctuation, and sentence structure.
- Plan, organize and schedule work assignments to meet deadlines.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Learn the organization, procedures and operating details of the dept.
- Learn and apply federal, state, and local policies, procedures, laws and regulations.
- Perform specialized clerical work, including maintenance of appropriate records and preparation of general reports.
- Verify and check files and data.
- Understand and carry out both oral and written directions.
- Perform simple mathematical calculations.
- Operate a variety of office equipment including calculators, computers, and copiers.
- Type accurately at a speed of 40 words per minute; read maps quickly and accurately; learn local geographic features and streets.
- Handle simultaneous events effectively.
- Maintain confidentiality of privileged information.
- Listen and/or observe; remember names, faces, numbers, incidents and places as necessary.
- Work independently in the absence of supervision.
- Maintain composure when dealing with upset and/or irate citizens.
- Communicate effectively and tactfully, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Review and redact police worn camera footage in response to public records or discovery requests, including audio and video recordings that may be disturbing.

### **Performance Aptitudes**

- Physical Ability: Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.
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- Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.
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- Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.
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- Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, requiring significant internal and external interaction.
- Reasoning: Position requires the ability to exercise judgment, decisiveness, and innovation in situations involving evaluation of information.

*The statements contained herein reflect general details as necessary to describe the principal functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

ORIGINATION DATE:	May 2010
REVISED (Compensation)	July 2013
REVISED	May 2019
REVISED (Compensation)	2021
REVISED (Compensation)	2022