

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT POSITION DESCRIPTION**

Class Title: Police Clerk
Department: Police Department
Date: 8/24/2017

GENERAL PURPOSE

Under general supervision, to perform a variety of general secretarial and clerical support duties in support of an assigned office; to provide word processing and data entry support; and to provide general information and assistance to City staff and the public.

SUPERVISION RECEIVED

Supervised by the Chief of Police

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level clerical staff.

ESSENTIAL DUTIES

Perform responsible secretarial and clerical work with accuracy and speed in support of the Police Department; type and proofread a wide variety of reports, contracts, letters, and memoranda from rough draft, verbal instructions, or transcribing machine recordings using various software applications; may compose routine letters and reports as assigned.

Assist in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of appropriate unit, program, or department information.

Prepare, verify, and review forms and reports for completeness and conformance with established regulations, policies, and procedures; complete a variety of forms; verify and record timecards for assigned staff including to ensure coding, shift differential, overtime, call back, and related items are correct and applied to proper accounts; review and post leave usage.

Maintain accurate and detailed calendar of events, due dates, and schedules as they relate to assigned areas.

Arrange and schedule a variety of meetings; notify participants; confirm dates and times; reserve sites; prepare appropriate materials; attend meetings; take and prepare minutes. Receive calls and visitors; respond to general complaints and requests for information from the

public; interpret basic services, policies, rules, and regulations in response to inquiries and complaints; assist in the resolution of concerns and complaints; refer inquiries to appropriate staff; route calls and take messages as appropriate.

Participate in the preparation and administration of the assigned department's budget; assist in monitoring expenditures.

Establish and maintain a complete set of record keeping and filing systems including financial and operational logs, calendars, chronological records, forms, and reports to ensure accuracy and easy retrieval of information; maintain and update resource materials, reference materials, and manuals; maintain mailing lists.

Maintain financial records including preparing and securing purchase orders, process invoices, and monitoring account balances.

Receive, open, review, sort, date stamp, and distribute office mail; review correspondence directed to assigned staff; prepare written responses as directed.

Monitor special projects, assignments, and activities for assigned unit, program, or department. Prepare summaries and reports as assigned.

Coordinate and prioritize workflow within the operational unit and in conjunction with other units.

Participate in maintaining supply levels; order, store, and issue supplies and materials pertinent to the functions of assigned operational unit.

Prepare packets of information and data-gathering materials for assigned area; duplicate, collate, and distribute materials.

Operate modern office machines and equipment including word processors, typewriters, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications.

Process permits; collect and account for fees and charges; coordinate special events.

Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

(A) Knowledge of:

- Modern office practices, methods, and equipment including computer equipment and applicable software applications.
- English usage, spelling, vocabulary, grammar, and punctuation.

- Principles and practices of basic business letter writing and report preparation.
- Principles and procedures of record keeping.
- Principles and techniques used in dealing with the public.
- Word processing methods, techniques, and programs including spreadsheet and database applications.
- Basic mathematical principles.

(B) Skill to:

- Operate modern office equipment including computer equipment.
- Type and enter data at a speed necessary for successful job performance.
- Take and transcribe dictation at a speed necessary for successful job performance.

(C) Ability to:

- Learn the procedures and functions of assigned position.
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Understand the organization and operation of the assigned department and the City necessary to assume assigned responsibilities.
- Respond to inquiries and requests for information regarding policies and procedures.
- Prepare and maintain complex, extensive, and confidential records and reports.
- Research, collect, compile, and analyze information and data.
- Perform accurate mathematical computations.
- Plan and organize work to meet schedules and deadlines.
- Understand and follow oral and written instructions.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

- (A) High School graduate or its equivalent.
- (B) Two years of related experience performing responsible clerical duties.
- (C) Experience in the operation of a computer using word processing software and database applications.
- (D) Must be a proficient typist.
- (E) Must satisfactorily pass a comprehensive background investigation.
- (F) Must possess a valid driver's license with acceptable driving record at the time of hire or have the ability to obtain a valid Montana driver's license within six months of hire.

PREFERRED TRAINING AND EXPERIENCE

- (A) Degree from an accredited college or university.
- (B) Experience using transcription equipment.
- (C) Computer experience including working knowledge of MS Office 2010 (including Excel, Word, PowerPoint).

WORK ENVIRONMENT

- (A) This position interacts with the public; must deal with the public both courteously and firmly.
- (B) Position works in an office environment, with exposure to computer screens and working closely with others.
- (C) The Town of Stevensville is a smoke-free environment.

PHYSICAL REQUIREMENTS

- (A) While performing duties of this job, the employee is required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.
- (B) Hand eye coordination is necessary to operate various pieces of office equipment.
- (C) Perform repetitive movements with hands and wrists on a keyboard, and manages documents stored in standard file cabinet.
- (D) Must be able to speak and hear.
- (E) Specific vision abilities required by this job include close vision and the ability to adjust focus.
- (F) May include some moderate lifting (10-50 pounds).

Employee: _____

Date: _____

Supervisor: _____

Date: _____