

## CITY of AZTEC JOB DESCRIPTION

**Job Title:** Records/Evidence Clerk  
**Department:** Police Department  
**Shift:** **40 hours per week**  
**Pay Plan:** GR 10.2 \$16.93/hr  
**Exempt:** No  
**Reports To:** Police Lieutenant  
**General Direction From:** Police Lieutenant  
**Position Closes:** **Open Until Filled**

### PURPOSE & NATURE OF JOB

This is a specialized technical work in the receiving, retaining, storing of highly confidential critical documents required by City, State, and Federal law pertaining to all Police related records. Storing retention and release of said records is a very complex specialized procedure which if violated could hamper prosecution of cases and ultimately put victims in a hazardous position. These records must be readily available for the prosecution of violators. This position is the initial contact with citizens coming to and calling the police department.

### ESSENTIAL DUTIES

- This position is responsible for maintaining records and follow all requirements that allow our department to possess maintain and operate a NCIC machine. This machine is critical to the overall effectiveness of the Aztec Police Department.
- This position must maintain strict control of all department evidence. Failure to correctly maintain all evidence will cause major and minor crimes to be dismissed. Evidence lost will allow doubt and credibility issue to fall on all aspects of the Aztec Police Department.
- Develops, administers, the evidence process that includes using the beast software/hardware to receive, file, store, retrieve, and destroy evidence at the appropriate times as outline by policy and procedure (position developed) to ensure proper handling of all department received evidence.
- As the TAC (Terminal Agency Coordinator) for the Aztec Police Department. You are responsible for MDT (mobile data terminal) training for the officers and bi-annual NCIC recertification of other employees. The TAC position requires that all hard copies of reports that are mandatory to be kept on all NCIC entries are maintained in a file in an orderly fashion that meets NCIC strict file requirements. It is a requirement of this position to provide

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Uniform Crime Reports to the proper authorities in a timely manner.

- Responsible for typing, filling, classifying, and sorting various forms of police reports including but not limited to offence reports, citations, accident reports, evidence and tow sheets etc. This must be done in a prescribed manor and according to established procedures.
- Receives and transmits phone messages and acts as PBX for the police department.
- Responsible to the public to have a high degree of interpersonal skills to ensure the needs of the public are meet in a professional, timely manner. Reports are governed by the public records act and can only be released as prescribed therein. They must therefore have a working knowledge of the public records act.
- Must be able to operate a number of office equipment to include but not be limited to computers and varies software programs, fax machine, copier, beast evidence, city laser fiche, city GIS software. And other items as identified.
- Able to type transcripts of interviews done in conjunction with interviews and interrogations. They must be able to maintain confidentially because of the nature of these reports. This includes preparing monthly statistical reports for the Chief of Police.
- Responsible for the crime analysis function in the department. This includes collection, input, and retrieval of information to be used by officers as to where accidents are occurring and why and the location of all crimes that have occurred in the city. There are more than 50 activities that must be monitored. This information is plotted and given to the Captain on a weekly basis. This information is then analyzed and given to patrol to help curve crime in our City.

## RESPONSIBILITIES

<b>Supervision:</b>	None
<b>Public Contact:</b>	Requires frequent contact with the public at the police department, and correct decisions must be made as to the type of assistance needed, who should give that assistance, and release only the records that meet the public record act.
<b>Budget:</b>	Make recommendations pertaining to area of responsibility, evidenced and NCIC.
<b>Other:</b>	Errors could affect the outcome of criminal cases and bring lawsuits against the department. Work is done without direct supervision.

## GENERAL INFORMATION

The duties/responsibilities listed 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.

## MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.

<b>Education:</b>	High School Diploma or G.E.D. Associate Degree in a related field and
<b>Experience:</b>	1-3 years similar job-related training/experience required
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Typing skills - 30 wpm; basic computer knowledge.</li><li>• Two year secretarial/clerical experience preferred</li><li>• Beast software experience preferred or obtained within two months of hire</li><li>• NCIC TAC preferred or obtained within 24 months of hire</li><li>• Strong working knowledge of computers and applicable software programs</li><li>• Prior experience working with a law enforcement department preferred</li></ul>
<b>Certificates/Licenses:</b>	Have a NCIC certification and TAC certification or able to obtain within one year of being hired.
<b>Recertification:</b>	Have a NCIC certification and TAC certification or able to obtain within one year of being hired.
<b>Use of Tools and/or Equipment:</b>	10 Key, Computer, Fax Machine, Computer Printer, Telephone, Transcriber, Scanner, beast, GIS

## WORK ENVIRONMENT

**Physical Demands:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk and reach with hands and arms.

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The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Hazards:** When working in the capacity as the evidence clerk, the employee could be exposed to hazardous working conditions by handling dangerous items such as knives, firearms, as well as used syringes.

**Exposures:** The employee will be handling items contaminated with blood and/or other body fluids. The evidence vault is enclosed with a fan system for fresh air, but the employee could still be exposed to odors and possible mold spores from evidence.