

CITY of AZTEC JOB DESCRIPTION

Job Title: Clerk I
Department: Police Department
Shift: Mon-Thurs. 19 Hours Per Week

Pay Plan: Level 8 @ \$14.84/HR
Exempt: No
Reports To: Police Lieutenant
General Direction From: Police Lieutenant
Position Closes: **Open Until Filled**

PURPOSE & NATURE OF JOB

Assist in the daily operation of the Police Department. Considerable public contact, both by telephone and in person, is involved. Must have the ability to deal with the public in various situations is essential. This is specialized technical work in receiving, retaining, and storing 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 the 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

Must be able to communicate effectively with the public, maintain a good working relationship, and maintain self-control in stressful situations.

Receives and transmits phone messages and acts as the primary contact for citizens who contact or come into the police department.

Receives, identifies, and processes, manually and into the computerized database various forms of police reports including but not limited to offense reports, citations, accident reports, tow sheets, etc. This must be done in a prescribed manner and according to established procedures.

Responsible to the public and must have a high degree of interpersonal skills to ensure the needs of the public are met in a professional, timely manner. Reports are governed by the public records act and can only be released as prescribed therein.

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

They must therefore have a working knowledge of the public records act (IPRA).

Must be able to operate several different pieces of office equipment including but not limited to computers and various software programs, fax machines, copiers, city laser fiche scanning system, and City GIS software. And other items as identified.

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. This information is plotted and given to the Captain on a bi-weekly basis. This information is then analyzed and given to police officers to help solve and deter crime under our jurisdiction.

RESPONSIBILITIES

Supervision:	n/a
Public Contact:	Some recurring routine contacts with the public or workers in other departments require the exchange of factual information or explanation. 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 records act.
Budget:	n/a
Other:	Other responsibilities as directed. 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. Must be able to prioritize work and be able to work independently, with little supervision.

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.

Must possess basic computer skills and be able to write reports or other correspondence.

Must be detail-oriented, possess excellent customer service skills, be able to maintain self-control in stressful situations, and be able to multi-task. Must be able to operate a 10-key adding machine/calculator. Must possess skills in the operation of a personal computer including word/data processing specifically Windows and Microsoft Word. May be required to attend training to meet certain proficiencies or other state or local requirements.

Education:	High School Diploma or G.E.D.
Experience:	Must be detail-oriented, possess excellent customer service skills, be able to maintain self-control in stressful situations, and be able to multi-task. 1-3 years of similar job-related training/experience preferred. Typing skills 30 wpm; basic computer knowledge and 2 years of secretarial/clerical experience preferred. Prior experience working with a law enforcement department is preferred.
Knowledge:	n/a
Certificates/Licenses:	n/a
Recertification:	n/a
Use of Tools and/or Equipment:	Must possess skills in the operation of a personal computer including word/data processing specifically Windows and Microsoft Word.

WORK ENVIRONMENT

Physical Demands:	Effort is minimal and is exerted only for short, intermitted periods. Physical effort is light and may involve light lifting (40 lbs.) of tools, objects, and working materials. May involve light pushing, pulling, reaching, and bending. Requires normal hearing and visual acuity. Normally performs in a seated position. Occasional standing for short durations. 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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Hazards: No observable hazards or threats to health or safety.
Adequate working conditions.

Exposures: Generally adequate working conditions with minimum environmental conditions to assure comfort. May be in contact with angry or irate individuals.