



Job Title: Police Clerk
Department: Police
Reports to: Manager of Support Services
Type: Full-Time
Classification: Hourly, Non-Exempt
Adopted/Revised: September 12, 2018

POSITION SUMMARY:

The Police Clerk is a non-sworn position under the direction of the Manager of Support Services that provides primary clerical and office support to the Police Department including non-routine administrative matters and heavy interaction with the public.

POSITION FACTS:

Weekend Work Required:	Possibly Required
Shift Work Required:	Possibly Required
Overtime:	Possibly Required
Covered by Collective Bargaining Agreement:	No

RELATIONSHIPS AND CONTACTS:

Under the direct supervision of the Manager of Support Services, the Police Clerk must work closely with the Chief of Police, Sworn Personnel, and the Support Services Division. The Police Clerk must be willing to respond in to work, after hours, during an emergency. This position must have the ability to establish and maintain effective working relationships with all Township employees, superiors, other governmental agencies, and the public.

LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS:

Work sites include the Delhi Township Police Department located at 934 Neeb Road and other Township buildings and property. Physical requirements, include but are not limited to, lifting and / or moving varying amounts of weight, kneeling, bending at the waist, and working in a sitting position for long periods of time. Must be able to comprehend and react to oral instructions. The Police Clerk must be able to operate effectively under pressure and be available for emergencies while off-duty.

ESSENTIAL DUTIES / RESPONSIBILITIES:

1. Greet citizens, visitors, or customers; provide specific information and assistance related to programs or services provided by the Department or assigned areas; them to the proper Division or personnel if unable to resolve need.
2. Answer telephone and receive inquiries and complaints, provide information based on considerable knowledge of programs and activities, or refer callers to appropriate personnel; route messages for Department personnel, operate Township Band and Hamilton County West Band two way radios.
3. Assist the Manager of Support Services in scheduling and training Support Services staff in accordance to the needs and efficiency of the Division.
4. Utilize computerized data entry program (RMS) and various word processing, spreadsheet, and file maintenance programs to enter, store, and retrieve information; summarize data in preparation of standardized reports.
5. Prepare correspondence and reports for the Chief of Police and Assistant Chief.
6. Enter all purchases order requests; verify appropriate quantities and items when received, and process for payment.
7. Perform administrative duties at the request of the Manager of Support Services. Compile data for special projects or reports, ensuring completion by specified deadlines and in accordance with established goals and objectives.

8. Maintain a filing system of correspondence, receipts, reports and records, ledgers, or other audit and tracking records.
9. Maintains the appointment calendar of the Chief of Police and schedules appointments when requested.
10. Process criminal reports, fingerprint cards, and arrest records.
11. Process uniform traffic citations for transmittal to the Hamilton County Clerk of Court Office and Bureau of Motor Vehicles.
12. Accept fees and complete transactions for copies of police reports and other documents of service.
13. Fulfill requests for public records and copies of police reports for walk-ins and telephone customers as well as other law-enforcement personnel per Department policy.
14. Perform fingerprint Webcheck, completes and file the appropriate paperwork, receive payment, and provide receipt.
15. Retrieve and enter information into the Regional Crime Information Center and National Crime Center Information Center (RCIC/NCIC) database.
16. Process juvenile arrest paperwork; forward to the appropriate court.
17. Develop and maintain yearly Juvenile Referee hearings, prepare monthly docket for the Juvenile Referee Magistrate; and provide the Township Magistrate with all appropriate paperwork for each hearing.
18. Process and forward all relevant paperwork required by the Hamilton County Board of Health.
19. Comply with all Federal and State regulations regarding criminal history record information.
20. Process requests for vendor's license, maintain log of said requests, accept fees, and process payment.
21. Process paperwork for liquor law permits and firearm permits.
22. Accept, log, and disseminate to Patrol Division all vacation residential listings.
23. Prepare a variety of correspondence, reports, forms, and other materials as directed by the Chief of Police or Manager of Support Services.
24. Assist opposite sex police officers, when dealing with suspects or victims of the same sex as the Police Clerk.
25. Must use good judgment and proper communication skills related to answering phone calls for both routine and emergency police service.
26. Dispatch calls for service to appropriate units in accordance with established priorities.
27. Serve as back and assume the responsibilities in the absence of the Manager of Support Services.
28. Follow the rules and regulations of the Police Department.
29. Develop and maintain effective working relationships with associates and public.
30. Possess clear and concise communication abilities, both written and oral.
31. Operate effectively under pressure.
32. The Police Clerk will be privileged to information of a confidential or sensitive nature and must maintain the confidentiality of such information, disclosing same only to authorized persons.
33. Performs other duties as requested or assigned.
34. Perform all tasks in a safe manner, following applicable safety rules and using applicable personal protective equipment.

TOOLS AND EQUIPMENT:

Must be able to use personal computer, Microsoft office products, printers, copiers, smartphone, and portable communications radio. Must be able to operate law enforcement equipment, including but not limited to, video and photography equipment, national and regional crime information computers, fingerprint equipment, and first aid kit.

TEAMWORK AND PARTICIPATION:

- Create ideas that improve production, organizational performance, or result in cost or time savings for the Department and the Township.
- Become actively involved in decisions affecting work detail.
- Communicate in a positive and respectful manner with customers.
- Demonstrate flexibility and cooperative attitude when faced with change.
- Follow policies and procedures of the Police Department and Delhi Township.

MINIMUM QUALIFICATIONS:

The Police Clerk services must have a high school diploma or its equivalent and several years of office experience. Qualifications include familiarity with office equipment and file management, as well as excellent computer, organizational, and customer service skills. Must maintain a complete working knowledge of the function and operation of the telephone, radio, and computer aided dispatch system. Must obtain and maintain RCIC (Regional Crime Information Center) certification. This position must utilize a wide scope of independent judgment. This position must possess and retain a valid driver's license and be insurable through Delhi Township's insurance carrier.

SELECTION PROCESS:

Applicants may be required to submit cover letters, resumes, and applications. All applicants may be subject to a general proficiency exam to establish an interview schedule. Selection is based on the most qualified applicant determined by one or more in-person interviews.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

If applicant meets all requirements and characteristics as indicated in the job description, hiring may be contingent upon successful completion of a drug test, background check, and voice stress analyzer test.