



ROY CITY CORPORATION JOB ANNOUNCEMENT

POSITION: Records Clerk (Full Time)

SALARY MINIMUM: \$11.58 per hour

CLOSES: August 2, at 5:00 p.m.

Interested candidates must complete and submit a Roy City application, resume, and required certificates, to the Roy City Human Resources Office, Attention: Jill Dean 5051 S 1900 W. Applications may be downloaded at www.royutah.org.

BENEFITS:

Roy City provides a challenging and pleasant work environment as well as an excellent benefits package which includes: medical insurance, life insurance, long term disability, flexible benefits plan, employee assistance program, fully paid Utah State Retirement Plan and 401(a), Retirement Health Saving Plan, 12 days of holiday per year, 6.75 days paid vacation per year (increasing w/ years of service), 12 days of sick leave per year, college tuition assistance, Complex and Aquatic Center family memberships, plus more.

WE ARE A DRUG FREE WORK PLACE
AA/EOE/ADA

GENERAL PURPOSE

Performs a variety of **complex clerical duties** as needed to expedite the administrative processes and procedures related to writing, documenting, maintaining and controlling police records, reports, case files, statistics and information.

SUPERVISION RECEIVED

Works under the general supervision of the Records Manager

ESSENTIAL FUNCTIONS

A Records Clerk performs day-to-day operations to comply with established standards of operation. In the absence of a supervisor, makes decisions affecting the delivery of records' services.

A Records Clerk for the Roy City Police Department must become certified and proficient as an operator of the state and national computer systems; receive and transmits teletypes through the National Law Enforcement Teletype System; initiates inquiries of the Utah driver's license and motor vehicle files and relays to appropriate personnel; verifies NCIC hits to assure accuracy; enters, modified, clears, cancels and inquires on wanted and missing persons, stolen and recovered property and vehicles; utilizes Utah criminal history files; follows rules,

regulations and guidelines pertaining to the access and dissemination of related files.

Clerks will provide information and referrals as necessary in response to questions, requests or complaints from the public and other agencies. Route specific requests or complaints to the appropriate department member. Safeguard police records and ensures that any information is disseminated in accordance with departmental policy.

Clerks will operate a personal computer terminal as needed to enter and maintain an accurate, current and comprehensive database of incidents and reports. Clerks will update dispositions on cases and enters changes into the computer database.

Clerks will be responsible to initiate reports on minor criminal and non-criminal incidents through contact with citizens by phone or in person. Clerks will conduct interviews to assess nature, location and priority of requests for service; determine the preliminary classification and appropriate course of action according to established policies and procedures.

Clerks must monitor front counter, radio and telephones, and respond as assigned. Monitoring of the following will also be the responsibility of the clerks while on duty: Panic alarms for Roy City Court and Water departments; operates various equipment including city telephone system, paging system, FAX, computers, printers, copy machine, scanner and security camera.

Clerks will screen entry of persons into the police department; conduct preliminary background investigations and computerized searches via state computer system (NCIC, UCCH, etc.), compiles RMS statistical data as needed; supplies authorized individuals with results as per department policy.

Additional duties as assigned will include but not be limited to the following:

- Take fingerprints as determined by the court or as requested by citizens; maintain list of responsible parties for local businesses and updates list as needed.
- Locates police reports and makes copies for the officers, public, attorneys and insurance companies.
- Performs various records tracking activities as needed to obtain driver's license information and vehicle registration.
- Utah Criminal History, NCIC III (Interstate Identification Index), out of state vehicle registration, driver's license information, NCIC wanted persons, stolen autos and property checks.
- Conducts monthly validation of records entered into the NCIC system.
- Conducts Right of Access background checks as requested by the Chief of Police.
- Conduct yearly state computer background checks on civilian persons with access to the Roy City Police Department.
- Enters juvenile and adult arrest and citation information.
- Identifies nature of crimes by establishing categories and classifications.
- Monitors files to assure proper NIBRS classification.
- Assures the proper dissemination of documents at various states of the legal system process.
- Expedites delivery as needed, including internal departmental dissemination.
- Prepares report files for court appearances.
- Assists with Public Information dissemination as directed by the Chief of Police or the administrator in charge.
- Performs computer entry of all criminal and non-criminal reports submitted by officers.
- Checks and updates records.
- Monitors in-house computers.
- Generates statistical summaries for calls and services for staff and other agencies including citation recap, monthly department statistical reports and statistical reports for the City Council.
- Compiles Department of Corrections reports on a daily basis.
- Processes expungement orders.
- Compiles safe schools report for Weber School District daily basis.
- Entry of Pawn tickets and verification of information.
- Prepare and initiate reports for DCFS (Division of Family Services)
- Initiate reports from dispatch on minor complaints/calls.
- Inspect faulty equipment and sign off tickets for Justice Court.
- Notify Officers of new warrants issued by Justice Court.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school with course work in general office practices and procedures.

2. Essential Functions, Knowledge, Skills, and Abilities:

Working knowledge of computer keyboard functions, general operations and various software applications, WordPerfect, Quattro Pro, Versadex, Cad System, UCJIS, MS Word, Excel, Power Point and Outlook, Cris System, BCI/NCIC entry, policy procedures, Grama policy and procedures, police records management requirements; NIBRS codes; proper grammar, spelling, and punctuation; standard office practices and procedures related to records filing and office maintenance; interpersonal communication skills; modern filing systems related to alphabetical and numeric files; telephone systems; telephone etiquette; operation of a variety of types of standard office machines including computer terminal, fax machine, copy machines, document shredder, etc.

Skill in Word Processing and computer data entry, typing (50 wpm).

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative and legal information; develop effective working relationship with supervisors, fellow employees, and the public; communicate effectively, verbally and in writing; work under time pressures and work deadlines; work in an environment requiring continuous sitting; ability to follow routine verbal or written instructions.

3. Special Qualifications:

Successful completion of BCI Proficiency Certification.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, involving occasional muscular strain related to walking, standing, stooping, sitting, reaching, lifting, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and creative problem solving.