

## JOB DESCRIPTION

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**ORGANIZATION:** City of Lebanon  
**DEPARTMENT:** Police  
**DIVISION:** Records

**LOCATION:** Lebanon, OR  
**DATE:** February 2013

**JOB TITLE:** Records Clerk II

**JOB STATUS:** Non-exempt  
**FLSA Exempt:** No

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**PURPOSE OF POSITION:** To oversee records management, serve as a software application specialist and train personnel on software applications. Serve and respond to public and internal inquiries, work with and process confidential data and perform a variety of clerical functions.

**ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES:** *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

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1. Maintain regular job attendance and adherence to working hours.
2. Operate a motor vehicle safely and legally.
3. Manage departmental records in compliance with Oregon retention laws.
4. Coordinate and process reports, making any necessary corrections (internal and external).
5. Quality control the integrity and efficiency of information entered into the software.
6. Process mail; maintain office supplies and perform other clerical duties.
7. Research and validate information on criminal fingerprint cards to be submitted to Oregon State Police ID Services.
8. Fingerprint individuals for non-criminal purposes.
9. Register, photograph and process information on qualified sex offenders in accordance with State law.
10. Identify, troubleshoot and assist with the resolution to software application issues.
11. Serve as department liaison with IS Department concerning software applications.
12. Train personnel on department software applications, including LEDS and equipment operations.
13. Participate in various ad hoc work groups or committees as appointed.
14. Follow all safety rules and procedures for work areas.

15. Maintain proficiency by attending training and meetings, reviewing reports, reading professional journals, and meeting with others in areas of responsibility.
16. Maintain work areas in a clean and orderly manner.

**MANDATORY QUALIFICATIONS:****Education & Experience:**

1. High School graduate or equivalent.
2. Four years' experience in a law enforcement records environment, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**Licenses & Certificates:**

1. Must be 21 years of age, able to pass a criminal record and background check.
2. Must be able to possess and maintain CPR/First Aid card and LEADS Entry/Update, Inquiry Level Certification within six (6) months of appointment.
3. Possess and maintain a valid Oregon operator's driver's license.
4. Possess and maintain CJIS security clearance.

**DESIRABLE QUALIFICATIONS:**

1. Previous support experience within a law enforcement agency and/or experience in records management and statistical analysis.
2. Bilingual in English/Spanish.
3. Possession of LEADS Entry/Update, Inquiry Level certification.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The qualities below reflect the working dynamic of the position.

**Knowledge of:**

1. Advanced knowledge of office procedures and operation of standard office equipment.
2. Record keeping and filing systems, both paper and electronic.
3. City government and Police policies and procedures.
4. Principles of Police administration.
5. Reporting and disclosure requirements of government entities.
6. Local area streets and locations is desirable.
7. Criminal justice procedures and emergency services organization and functions is desirable.
8. Records management software and maintenance and implementation thereof is desirable.

**Skill in:**

1. Implementing work methods and procedures which promote a safe working environment.
2. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
3. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.

4. Developing and implementing recommendations regarding work procedures and cost effective services.
5. Providing outstanding customer satisfaction (internally and externally).
6. Use of Microsoft Office and applicable specialized law enforcement software.

**Ability to:**

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Negotiate effective solutions to complex problems.

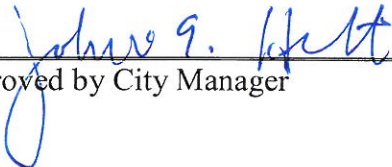
**PHYSICAL DEMANDS OF POSITION:**

1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility.
2. Duties involve moving materials weighing up to 15 pounds on a regular basis and may infrequently require moving materials weighing up to 40 pounds.
3. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as telephone, computer keyboard, calculator and other standard office equipment.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work area may be somewhat higher than the typical office environment; however, no hearing protection is required. May also include after-hours call backs in the event of certain system problems or failures.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position.

**SUPERVISION RECEIVED:** Works under the general supervision of the Police/Court Support Services Supervisor.

  
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Approved by City Manager                      February 2013