



JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Police	DATE: October 2022
JOB TITLE: Records Clerk I	JOB STATUS: Non-Exempt
SALARY GRADE: Teamsters 3	FLSA Exempt: No

PURPOSE OF POSITION: Perform a variety of clerical duties in support of public safety activities. Provide assistance to the public and internal customers by addressing requests for information/assistance, receipt in complaints from officers and the public at large. Enter and retrieve data from department software applications.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain job proficiency by completing relevant position specific training and pursuing available and approved professional development opportunities; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Receive visitors, answer telephone, respond to inquiries and complaints both in person and over the telephone .
2. Resolve complaints or refer to appropriate personnel.
3. Prepare and submit criminal fingerprint cards to Oregon State Police Identification Services.
4. Photocopy documents, assemble information packets, send facsimiles, process mail, and maintain office supplies.
5. Enter police report data, warrants and traffic accidents into local records system as appropriate.
6. Register, photograph, and process information on qualified sex offenders in accordance with State law.
7. Fingerprint individuals for non-criminal purposes.
8. Coordinate and process reports, making any necessary corrections (internal and external).
9. Follow all safety rules and procedures for work areas.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. Must be 21 years of age or older.

JOB TITLE – Records Clerk I

2. Equivalent to high school diploma and one year of general office experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Licenses & Certificates:

1. Ability to possess and maintain LEADS (Entry/Update, Inquiry Level) Certificates.
2. Ability to possess and maintain CPR/First Aid card within 6 months of appointment.
3. Possess and maintain CJIS security clearance.

DESIRABLE QUALIFICATIONS:

1. Previous experience within a law enforcement agency is desirable.
2. Experience in a law enforcement records management system is desirable.
3. Bilingual English/Spanish is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. City Government & Police policies and procedures
2. Common personnel policies.
3. Local area streets and location
4. Reporting and disclosure requirements of government entities.

Skill in:

1. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
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 software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationship with those contacted in the course of work.

JOB TITLE – Records Clerk I

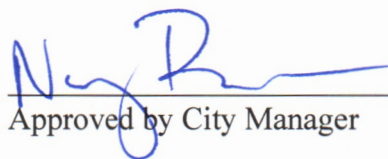
PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*


1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls.
2. This position requires mobility.
3. Duties involve moving materials weighing up to 15 pounds on a regular basis and may infrequently require moving materials weighing up to 40 pounds.
4. 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 environment is somewhat higher than a typical office environment, however no hearing protection is required.

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

SUPERVISION RECEIVED: Works under the general supervision of the Lieutenant.


Approved by City Manager


October 2022