



JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Police	DATE: October 2022
JOB TITLE: Records Clerk II	JOB STATUS: Non-Exempt
SALARY GRADE: Teamsters 5	FLSA Exempt: No

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 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. Manage departmental records in compliance with Oregon retention laws.
2. Coordinate and process reports, making any necessary corrections (internal and external).
3. Quality control to ensure the integrity and efficiency of information entered into the software.
4. Process mail, maintain office supplies, and perform other clerical duties.
5. Research and validate information on criminal fingerprint cards to be submitted to Oregon State Police ID Services.
6. Fingerprint individuals for non-criminal purposes.
7. Register, photograph, and process information on qualified sex offenders in accordance with State law.
8. Identify, troubleshoot, and assist with the resolution to software application issues.
9. Serve as department liaison with IT Department concerning software applications.
10. Train personnel on department software applications, including LEDS and equipment operations.
11. Participate in various ad hoc work groups or committees as appointed.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. Must be 21 years of age or older.

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2. Equivalent to high school diploma.
3. 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. Ability to pass a criminal record and background check
2. Ability to possess and maintain LEDS (Entry/Update, Inquiry Level) Certificates within 6 months of appointment.
3. Ability to possess and maintain CPR/First Aid card within 6 months of appointment.
4. Possess and maintain CJIS security clearance.

DESIRABLE QUALIFICATIONS:

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

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. Recordkeeping and filing systems, both paper and electronic.
3. City Government & Police policies and procedures
4. Principles of Police administration
5. Reporting and disclosure requirements of government entities.
6. Local area streets and location
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 software.

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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.
4. Negotiate effective solutions to complex problems.

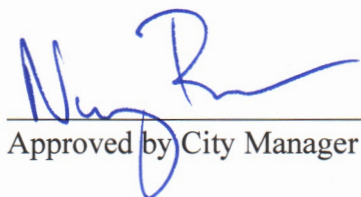
PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the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

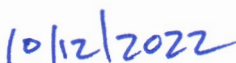
1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls.
2. This position requires mobility.
3. Duties involve moving materials weighing up to 15 pounds on a regular basis and may infrequently require 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. May also include after-hours call backs in the even 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 Lieutenant.


Approved by City Manager


October 2022