

**POSITION DESCRIPTION  
CITY OF GREENSBURG, INDIANA**

**POSITION:** Records Clerk/Secretary  
**DEPARTMENT:** Police  
**WORK SCHEDULE:** 7:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machines Operation, Technician)

**DATE WRITTEN:** May 1998  
**DATE REVISED:** March 2016

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Records Clerk/Secretary for the Police Department, responsible for providing clerical support to Department personnel and assisting the public.

**DUTIES:**

Enters a variety of data and information on computer, including incident and accident reports, citations, bookings, and judgments as prescribed by Department deadlines.

Prepares and submits detailed, accurate reports, documents, correspondence, orally and in writing as required or as necessary and according to Department procedures.

Maintains Department data processing and/or filing room as required.

Assists Department personnel in locating records/reports, researching IDACS/NCIC and BMV computer files as needed.

Provides information and copies of reports to insurance companies as requested, and prepares and mails invoices as appropriate.

Processes parking tickets, including mailing notices to violators, entering data on computer, maintaining files, and mailing correspondence to City Attorney as needed.

Assists office visitors, providing information and assistance, taking messages, and/or transferring/directing to appropriate individual or department.

Assists in monitoring and maintaining inventory of office supplies.

Periodically attends certification training sessions as required.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Possession of or ability to obtain IDACS/NCIC certifications and maintain certifications as required.

Working knowledge of Department policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of fingerprinting process for various applications, such as handgun permit applications.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare and submit detailed, accurate reports, documents, correspondence, orally and in writing as required or as necessary and according to Department procedures.

Ability to meet all hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to properly operate standard office equipment, including computer, printer, fax machine, switchboard, typewriter, copier and calculator.

Ability to comply with all Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to effectively communicate orally and in writing with co-workers, other City Departments, insurance personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to occasionally work extended hours and occasionally travel out of town for training, sometimes overnight.

**II. RESPONSIBILITY:**

Incumbent performs standard, recurring duties according to well-established department policies and procedures, with priorities primarily determined by supervisor and service needs of the public. Work is periodically reviewed for compliance with Department policies and procedures. Errors in incumbent's work are usually prevented through complete prior instructions from supervisor and are detected through supervisory review. Undetected errors may result in loss of time for correction and/or work delays in other departments/agencies.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, insurance personnel and the public for the purpose of exchanging information.

Incumbent reports directly to Chief of Police or as assigned.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment involving sitting for long periods, sitting and walking at will, handling/grasping/fingering objects, hearing sounds/communication, and close vision. Incumbent maintains considerable contact with the public and may be exposed to irate/difficult individuals. Incumbent occasionally works extended hours and occasionally travels out of town for training, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Records Clerk/Secretary for the Police Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name