



RECORDS CLERK

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| Department: | Marshal's Office | Revised Date: | January 2020 |
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GENERAL PURPOSE: Under general supervision, process and maintain criminal records information and performs a wide variety of general and confidential duties as required by the marshal's office. Receive, process, and distribute information to various agencies, organizations, and the public. Processes civil case subpoenas, civil traffic and accident reports. Maintains and ensures quality control of files daily entry and assists supervisors and other staff as required.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responds to requests from the public and law enforcement/criminal justice community by determining the requestor's right to information, accessing one or more databases and/or manual systems, interpreting responses, pulling files, determining the status of the case, redacting information, copying files, collecting fees and logging requests, processing information in accordance with current laws, within time constraints, and ensuring correct processing to avoid civil and criminal liability to the department and the Town of Camp Verde.
- Processes paperwork completed by deputies and detectives by reviewing for correct classification as established by federal guidelines, copying and distributing to criminal investigative unit, prosecuting agencies, and other agencies, determining case status according to local, state, and federal guidelines.
- Indexes information from police reports into manual and automated systems by ensuring completeness and accuracy of the information, compares new entries with existing records, conducts research as necessary, and consolidates files.
- Performs related duties by processing subpoenas, performing quality control on collision reports to ensure compliance with state and federal guidelines, and assists in training and cross training of personnel.
- Performs related duties to telephone and lobby assistance for the department by assisting other agencies, organizations and the general public in their requests.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None

MINIMUM QUALIFICATIONS:**Education and Experience:**

High school or GED equivalent; AND two years clerical, keyboard experience, and/or customer service experience; OR any combination of education, training, and experience to provide the desired knowledge, skills, and other characteristics.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license, and a clear criminal record.
- Must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System within (1) year.

PREFERRED QUALIFICATIONS**Knowledge of:**

- Town and department policies and procedures.
- Modern office filing procedures.
- Streets, buildings, and geography of the Town of Camp Verde.
- Functions, operations, and services of the Marshal's Office and the Town of Camp Verde.
- Public records statutes and confidentiality requirements of police records and information.

Skill in:

- Coding and accurately entering data and information into police records systems.
- Retrieving and running a variety of reports from the records system.
- Establishing and maintaining effective working relationships with law enforcement personnel, agents of the Court, and the public.
- Understanding and following complex and detailed written and oral instructions.
- Operating a variety of office equipment including computer terminals, typewriters, telephones, fax machines, and copiers.
- Meeting attendance requirements.
- Using judgment in releasing police information with due regard for right to privacy of victims, need for confidentiality while a crime is being investigated, and the public right to access public records.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in a standard office environment, with normal office noise.
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Records Clerk

Non-Exempt (25)

- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 25