

Job Title: Police Clerk

Non-Exempt

Reports To: Chief of Police

Department: Police

JOB SUMMARY

Performs a variety of routine clerical or administrative work in support of law enforcement activities, to include municipal court functions.

DUTIES AND RESPONSIBILITIES

May include the following depending upon assignment:

- Responsible for operations of video media equipment and the filing of duplicated files and video disks.
- Prepares and processes permits. Handle cashiering duties for municipal court when the court clerk is absent.
- Prepare various reports, vehicle and body camera videos and CD's.
- Responsible for copying, distributing, and entering reports in the computer. Responsible for copying and distributing citations.
- Responsible for separating county D.A. complaints.
- File various reports and handles incoming mail.
- Responsible for printing list of serial numbered items, reports and labels.
- Meets and provide information to the public.
- Establishes and maintains credibility of records systems using moderately independent judgement.
- Maintains departmental personnel and other records and files.
- Schedules appointments and meetings.
- Compiles FBI uniform Crime Reports.
- Specific knowledge of abandoned vehicle laws, to include junked vehicles, title information, transfer information, registration of vehicles in various states, impound procedures. Familiar with procedures and inspections of Waller Police Department rotation wreckers.
- Possess specific knowledge of Texas Open Records Act.
- Prepares criminal cases for presentation to County and District Court.
- Prepares arrest paperwork for dissemination to the Texas Department of Public Safety and FBI.
- Maintains chain of custody of DWI tapes.
- Specific knowledge of City Ordinances that pertain to peddlers permits.
- Receives incoming calls, determines nature and urgency of calls, and coordinates appropriate response.
- Composes variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy, and completeness.
- Performs general clerical duties as necessary.
- Performs other duties as assigned.
- Serves on various employee committees as required.
- Possess knowledge of, prepares, and process documents for the Texas 10-33 program.
- Maintains evidence custodial records.

QUALIFICATION REQUIREMENTS

One (1) year of general office, communications, or records management experience.

Must be able to type 40 WPM

Must have the ability to obtain a Notary Public License, pass a complete background check, polygraph test, and a NCIC/TCIC policy course.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent (GED).
- Two or more years of relevant college studies preferred.
- 2 years previous administrative/clerical experience.
- Previous experience in “front-line” customer service, dealing directly with the public preferred.

SKILLS AND ABILITIES

- Personal computer, including word processing and specialized software, scanning equipment, phone, typewriter, calculator, fax machine, shredder, copy machine, video media equipment, and access control card scan snap equipment.

Physical Environment

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

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to stand, walk, use hands to finger, handle or operate objects, tools, or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell.

The employee must periodically lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works mostly indoors. The noise level in the work environment is usually quiet to moderately noisy.