



CITY OF FLORENCE

600 West 3rd Street
Florence, Colorado 81226
(719) 784-4848
cityofflorence@florencecolorado.org
www.florencecolorado.org

Position: Police Records Clerk

Supervisor: Chief of Police and Police Chief's Administrative Executive

Department: Police

Salary Range: \$16.73 - \$25.86/ hour, DOE, DOQ

Benefits: Full-time benefits include health, dental, vision, retirement, and supplemental insurance.

General:

Under direct supervision of the Chief's Administrative Executive (herein "Records Supervisor"):

- Provide excellent customer service by directing and/or responding to all calls, inquiries and requests from any person, department or agency, to include internal and external departments, other state and local agencies, and the general public.
- Research information to resolve problems, concerns, errors, and/or complaints.
- Type, review, file, copy and scan various documents and memos as needed.
- Maintain a clear, concise and organized filing system both electronically and physically.
- Assist the Records Supervisor with records management as assigned.
- Ensure clear and concise communication with supervisors and staff members within the police department, various other departments and other state agencies.
- Assist with the review of reports to verify accuracy and completeness, ensure all supporting documentation is provided, and prepare reports to be uploaded to the District Attorney's eDiscovery portal.

Representative Duties and Responsibilities

- Answer incoming calls and direct them to the proper personnel. Assist walk-in citizens.
- Submit tickets/ summonses to both County Court and Municipal Court.
- Upload media (dashcams, bodycams, reports, supporting documents/ reports, images and any other type of media that is attached to the case) to E-Discovery (DA's).
- Assist as an Evidence Technician by entering evidence into the Records Management System (RMS). Organize evidence by case number, release evidence as needed/ allowed.
- Work with Microsoft Office programs, such as Word and Excel.
- Assist Officers and Citizens with vehicles in impound. Collect impound/ tow fees, prepare paperwork to release the vehicle.
- Enter all cases into NIBRS – National and State level crime reporting.
- Enter Officers certifications and trainings to three different data sources: Local Computer F Drive, the Records [Tyler] systems and POST.
- Perform VIN inspections.
- Perform Court-ordered fingerprints.
- Perform record requests from the public or other agencies.



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- Perform background requests for other agencies.

Material and Equipment Commonly Used

- Know how to operate a computer.
- Proficient in Microsoft Office programs; such as, Word and Excel.
- Know how to operate copy machine.
- Know how to fill out Certified Mail.
- Will work directly with Tyler software, Omnigo, Visual Labs, WatchGuard, POST, NIBRS, E-Discovery, and CCIC/NCIC.

Duties and Tasks

Has learned the basic skills and routine tasks necessary. Beginning to learn advanced skills and gain an understanding of the total process flow. Take on other tasks or duties as assigned.

Supervision Given and Received

Receive general instructions on routine work, detailed instructions on new assignments. This position has no supervisory responsibilities.

Experience, Education and Licenses

- High school diploma or equivalent GED.
- One year of general clerical experience in an administrative or office support role.
- Valid Colorado license and acceptable driving record.
- Must be able to drive to take items to designated agencies.
- Must be CCIC/NCIC certified within two months of hire.
- Must be Certified Notary within two months of hire.
- Must pass a Background check.

Knowledge, Skills, & Abilities:

Writing Skills - Skilled in writing reports, research, and data management

Computers and Electronics – Knowledge and use of phones, copiers, fax machines, computer hardware and software. A mid-level of computer proficiency in the use of word processing, spreadsheets, presentation slide programs, and databases.



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Consistency & Accuracy - Requires a level of knowledge and ability to accomplish tasks or projects in a consistent and accurate manner and in a variety of situations.

English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes assessing customer/ citizen needs, meeting quality standards for services, and evaluating customer satisfaction.

Administration and Management - Knowledge of business and management principles. Skilled in organization, decision-making and time-management skills. Exercise independent judgment and critical thought. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

Professionalism - Ability to maintain a high level of professionalism. Must be able to pay attention to detail, be dependable, and be responsible.

Communication & Listening - Ability to accurately and effectively transmit and receive information that is necessary to the accomplishment of goals and objectives including effective written and oral communication; ability to keep customers, subordinates, peers, and supervisors informed; and the ability to listen.

Interpersonal Skills - Able to maintain courteous and effective working relationships with the public, city departments, co-workers and other agencies.

Necessary Special Requirements:

- Must have valid Colorado Motor Vehicle Driver's License
- Must pass background check: Criminal & Traffic
 - *Conviction of a crime will not be an absolute bar to employment
- Required legal authorization to work - United States citizenship or legal authorization to work in the United States

Work Conditions and Physical Environment:

The work environment's characteristics described here are representative of what an employee should expect to encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The noise level in the work environment is usually moderate. Position is primarily performed indoors and mostly consists of computer work and data entry. Non-smoking facility.



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Acknowledgement:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Employee Signature _____ Date _____