

City of Duquesne
POSITION DESCRIPTION

3 TITLE: Police Department Clerk
DEPARTMENT: Police
DATE: 03/08/2021
IMMEDIATE SUPERVISOR: Title: Police Chief

SUMMARY: Processes, disseminates and files police reports so that individuals can obtain reports in a timely manner. .

ESSENTIAL FUNCTIONS:

- Report Activities
 - A. Receives dictated reports and hand written accident reports and citations; word processes reports by entering data into the computer, assuring for accuracy and timeliness.
 - B. Processes the completed reports and distributes to various law enforcement and other agencies and individuals as requested assuring for accuracy and timeliness.
 - C. Distributes the reports and collects prescribed fees as requested, assuring for compliance with City policies, politeness and professionalism.
- Receptionist Activities
 - A. Receives phone calls and responds to callers assuring for politeness, confidentiality and professionalism.
 - B. Forwards calls to the appropriate persons or gives referrals or takes messages, assuring for politeness, accuracy, confidentiality and professionalism. Provides general information or provides follow up action on requests.
 - C. Greets walk-in citizens and deals with their issues assuring for politeness, confidentiality, accuracy and professionalism.
 - D. Deals with the public in a professional and courteous manner.
 - E. Responds to requests by immediate supervisor in an accurate, professional, complete and timely manner.
 - F. Assures scheduled meeting rooms are accessible and afterwards secured.
- Miscellaneous Activities
 - A. Processes "record checks" through the computer as requested assuring for accuracy and timeliness.
 - B. Maintains an awareness of the officers so as to be able to communicate as needed. Monitors the police scanner.
 - C. Provides general assistance to the investigator as requested assuring for accuracy and professionalism.
 - D. Notifies and delivers subpoenas and court notices to officers.
 - E. Maintains an awareness of safety issues assuring for compliance with all safety procedures.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- Average accessibility of all work sites required for the position.
- Average exposure to weather and temperature extremes.
- Average exposure to chemicals and fumes.
- Average exposure to heights.
- Average exposure to work safety hazards.

- Average amount of overtime/extended work hours required.
- Average exposure to dust.
- Average exposure to loud noises.
- Average exposure to darkness.
- Average exposure to cramped spaces.

PHYSICAL EFFORT

- Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.
- Normal physical strength to handle 30 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Normal endurance.

KNOWLEDGE REQUIREMENTS

- Certified Property and Evidence Specialist certification, through the International Association for Property and Evidence, within 18 months of appointment.
- Experience and proficiency with office equipment and computers.
- Ability to interact with a variety of personalities in a positive and professional manner.
- Ability to deal with difficult people and good phone manners.
- No felony convictions.

MENTAL EFFORT

- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity of decision making.
- Above average time pressure of decision making.
- Average analytical thinking.
- Average conceptual thinking.

COMMUNICATION

- Above average verbal communication.
- Average written communication.
- Average nonverbal communication.

SENSORY ABILITIES

- Normal ability to see.
- Normal ability to distinguish colors.
- Normal ability to hear.
- Normal ability to smell.
- Normal sense of touch.