

ADMINISTRATIVE CLERK

Department: Police
Division: Civilian
Appointing Authority: Police Chief

Grade: 7
Revision Date: 11/19
Bargaining Unit: C

Definition:

Performs diversified routine, semi-complex or complex secretarial, clerical and administrative duties in the general administrative support of the Greenfield Police Department (GPD); acts as back-up when necessary to Senior Account Clerk; all other related work as required that is logical to the position.

Supervision:

Works under the general direction of the Police Chief or designee, and the day to day supervision of the Management Assistant.

Performs no supervisory functions, works collaboratively with other departmental or city personnel.

Environment:

Minimal physical effort required in performing duties under typical office conditions. Duties are performed under typical office conditions. Operates computers, calculators and other standard office equipment.

Has frequent contact with employees, city departments, outside boards, commissions or organizations; stage agencies, vendors, community organizations and the general public.

Has access to city and department level oriented confidential information subject to non-disclosure or limited disclosure pursuant to law, policy or regulation.

Performs varied and responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations, grant(s) compliance as well as departmental policies, procedures and methods.

Errors in duties or performance may cause an adverse impact on employee morale or public opinion; confusion and delay or loss of service, lower standards of service for the city, or may cause legal or financial repercussions.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Performs a wide range of general administrative, secretarial and clerical support services to the professional staff of the department; may act as receptionist for the office answering department phones and refers to appropriate staff; types department correspondence, copies materials when appropriate or assigned, processes mail as assigned; provides support services to the Police Chief.

Maintains central filing and form system for the department, including confidential materials correspondence, forms, documents, reports, data and a variety of other materials as assigned.

Processes arrest cards, citations and traffic accident reports; communicates or transmits records to appropriate agencies such as RMV; receives and registers all accident reports; receives and researches all insurance and attorney inquiries regarding documents or data and transmits reports or documents as authorized.

Maintains, safeguards and disseminates information in compliance with public records and C.O.R.I. laws, other state and federal laws and the rules and policies and procedures of the GPD. Administers the purging and disposal of expired records in accordance with the State Public Records Retention Schedule.

Assists outside agencies and the public with information, researches information; maintains records regarding crime statistics; issues F.I.D. cards and various permits; processes tickets for false alarms to residents, businesses and banks. Provides analytical data required by administrative, managerial or supervisory staff.

Assists Court Officer by recording, preparing, processing arrests and continuances with the court including warrants, pre-trials, show cause hearings, trails, grand jury, magistrate hearings, superior court and other.

Receive and process non-criminal disposition records such as parking, snow removal, tag sale, etc.

Provides backup and/or assistance for payroll preparation. Performs other similar or related duties as required or as situation dictates.

Completes special projects as required.

Minimum Qualifications:

Education and Experience: High School diploma or G.E.D. required; Associate's degree in accounting, office, business or records management or related field preferred. Two years of office experience preferably in a municipal environment and preferably in public safety; or, any equivalent combination of education and experience that enables performance of all aspects of the position. General knowledge of a police environment, language and methods of operation helpful.

Knowledge, Ability and Skill:

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with MUNIS and other database programs, computer hardware and software applications.

Ability to interact in a positive and effective manner, and to establish and maintain positive work relationships with supervisors, coworkers, other departments, boards and commissions, the general public and personnel at all levels of authority using principles of good customer service.

Strong organizational skills in a multi-task environment required. Ability to plan and work independently, ability to work on and prioritize several on-going tasks. Must perform all aspects of job responsibilities with honesty and integrity.

Ability to keep accurate and detailed records using IMC, Spilman, or other proprietary computer software; apply organizational skills efficiently with attention to detail, and ability to operate standard office equipment. Ability to meet project and requisite deadlines and work effectively in pressure situations.

Ability to interact tactfully and appropriately with general public and outside agencies or contacts in an appropriate manner.

Physical Requirements: Frequent sitting, talking, walking, and mental concentration for prolonged periods required; frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 15 pounds; specific vision requirements include close vision for long periods of time and the ability to adjust focus, ability to distinguish color in graphs, charts, etc.

Special Requirements: Must successfully pass CORI/ SORI checks.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

EXECUTED 11/22/2019 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date

Revision History: Initial 10/72, 10/97, 9/12, 11/19

Department Head

Mayor

[C Unit review _____]