

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises clerical positions in the police department, the main duties of which are receiving and maintaining departmental records. Employees of this class type and file records and reports, operate office machines, and prepare simple reports from information collected from the files. Positions of this class are non-supervisory in nature and the departmental records clerk reports to and has worked review by the Administrative Assistant to the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Types memoranda, records, reports, forms, letters; proofreads all typed material; mails or distributes typed material;

Files records and reports (alphabetically, numerically, chronologically).

Receives department records and reports and checks them for completeness and accuracy; finds errors in records and reports and returns them for correction;

Answers the telephone; makes and cancels appointments for superiors;

Opens, sorts, and distributes mail;

Operates office machines such as typewriters, copying machines, adding machines; may also operate telephone switchboard, computer;

Revises department filing system when required; develops new procedures for office functions when necessary;

Pulls information from files when needed or requested; gathers data from files for use in preparing reports or prepares reports from information collected from files;

Writes letters in answer to requests received;

Performs related work as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.