

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF BREAUX BRIDGE

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF BREAUX BRIDGE ---- PARISH OF ST. MARTIN

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *

POLICE SERGEANT **

POLICE LIEUTENANT **

ASSISTANT POLICE CHIEF **

LINE SUPPORT CLASSES

SECRETARY TO THE CHIEF OF POLICE*

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Original Adoption: 12-14-05

Revision Dates: 06-08-21, 6-14-22

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible, entry-level positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Work involves making regular patrols, directing traffic, and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work with a high degree of supervision, receiving specific instructions for most duties. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

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.

Patrols an assigned area to discourage criminal activity, to respond to crimes in progress, to identify and report potentially hazardous situations, and to assist motorists and pedestrians. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Frisks suspect by patting down outer surfaces of suspect's clothing in order to locate weapons. Engages in armed encounters with suspects to neutralize the threat to officers or the public. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Books arrested persons and performs basic frisk and search, and confiscates and records personal property during initial booking procedures. Transports prisoners from one location to another. Obtains medical attention for arrested person who is ill or incapacitated, or for whom a health problem is indicated.

Makes traffic stops and performs any other traffic control duties such as directing traffic, operating radar, and inspecting traffic control devices. Issues citations for traffic and parking violations, pursues vehicle operators committing traffic violations, conducts vehicle searches, and administers field sobriety tests. Assists in investigations by protecting accident scene from disturbance, identifies and protects evidence, photographs the accident scene, and determines approximate speed of vehicle at the time of impact. Interviews all witnesses and drivers involved in the accident. Assists in the removal of injured persons from wrecked vehicles and provides emergency medical assistance when necessary. Assists in the investigation of deaths which occur as the result of vehicle accidents.

Performs criminal investigations of assault and battery, burglary and thefts, robberies, narcotics

violations, forgery, and homicides. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Interviews crime victims and witnesses, and interrogates suspects in order to evaluate responses and to obtain facts about a crime. Draws a rough sketch, dusts for and lifts fingerprints, and photographs the crime scene. Reconstructs the crime scene or the incident. Develops descriptions of suspects wanted for questioning by searching departmental files and records and following-up on any leads. Determines possible motive for crimes or incidents. Secures and executes arrest or search warrants. Accompanies victims of violent crime to a hospital for medical attention. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court when necessary.

Participates in juvenile operations, including taking juveniles into custody who have committed a crime or delinquent act. Uses appropriate procedures for arresting and processing juveniles. Interviews juveniles, using established procedures that preserve the right of the child, and communicates with their parents or legal guardian to explain the law and penalties for alleged offenses. Takes juveniles into custody who are in need of care, such as runaways or children who have been abandoned or abused. Investigates crimes against juveniles, using appropriate procedures to ensure the protection of the child. Communicates with court officials and child protection agencies regarding juvenile cases.

Drills and practices tactical procedures for response to various emergency situations. Controls large crowds at athletic events, parades or other events. Responds to bomb threats by evaluating the seriousness of the threat and evacuating the premises if necessary. Controls and reduces the after-effects of a natural disaster by providing evacuation routes, emergency rescue, and support measures for those affected. Searches established geographic areas as part of a team to locate missing children or suspects.

Completes forms, records and reports such as log sheets, daily work activities, vehicle mileage and maintenance, and crime reports following departmental procedure. Gathers and compiles information for reports by reviewing and analyzing data discovered in the investigatory process so that reports will be accurate, complete, and clear. Writes letters, memoranda and narrative reports. Exchanges pertinent information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property by entering and retrieving data using the NCIC computer network.

Maintains a positive image of the department through contact with the public. Maintains professional and effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through day-to-day contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact.

Performs any related duties 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.

After offer of employment, 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.

Must possess a valid driver's license.

Police Officer BB
Original Adoption: 12-14-05
Revision Dates: 06-10-14, 03-13-18

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises responsible first-line supervisory positions in the police department, the primary duties of which include the supervision of subordinate police personnel in the functions of patrol, traffic enforcement and accident investigation, criminal investigations, special tactical operations, juvenile operations, or other assigned law enforcement functions. Police Sergeants assist in the supervision and management of specialized divisions, units, sections or platoons of the police department. Employees of this class work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by a Police Lieutenant. The class of Police Sergeant ranks immediately below that of Police Lieutenant.

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.

Supervises an assigned function or division of the department, which may include patrol, traffic control and accident investigation, special tactical operations, criminal investigation, juvenile operations, training, or other specialized division. Participates in making deployment decisions which most effectively provide the required services while minimizing expense. Assists in conducting research to be used in making management decisions and for the planning of programs and activities for the department. Participates in investigating accidents involving department equipment personnel or violations of code of conduct and makes recommendations on procedures to avoid future accidents. Reviews crime statistics for specified periods in order to identify areas in need of special enforcement efforts. Monitors any local conditions which may create situations the department may be called upon to handle. Attends conferences, conventions, and other educational meetings as assigned in order to keep informed on modern law enforcement methods and administrative practices.

Supervises subordinate police department employees by reviewing work to be done and delegating assignments, outlining responsibilities and duties, and setting task priorities and long-term goals. Reviews reports written by subordinates in order to determine if jobs were completed effectively. Holds meetings with subordinates to receive reports and disseminate information. Provides on-the-job training for department members, including providing assistance in technical areas of work. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline by enforcing

departmental rules and regulations and recommending disciplinary action to the appointing authority through the chain of command.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Assists in coordinating the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Participates in determining target areas for crime prevention or community relations efforts by analyzing local crime problems. Writes and delivers speeches and demonstrations on crime prevention or related law enforcement topics. Produces instructional materials to be used in crime prevention and other community relations programs. Assists in administering grant-funded projects by researching potential grants, completing grant applications, and insuring that grant provisions are met and that funds are used as specified. Coordinates police department activities as it relates to the community services programs.

Prepares and maintains departmental records and reports. Periodically inspects systems and facilities for maintaining records and reports. Prepares forms, records, reports, and memoranda as required to document the activity of the assigned division. Supervises the completion of records relating to daily work activities, time usage, vehicle mileage and maintenance, crimes, and suspects. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Uses the department's computer information system to enter, update, and retrieve data relating criminal activity for use in solving crimes and exchanges this information with other agencies.

Participates in the supervision of the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Inspects and maintains equipment and arranges for needed repairs or maintenance. Reviews products to be purchased by meeting with sales representatives. Participates in the operation of the general accounting system, reviews purchase requisitions, vouchers for payment, or related financial records, and collects and distributes bond fees. Keeps inventory records, orders supplies and equipment, and distributes such to department personnel as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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 promotion, 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.

Must have a valid Louisiana driver's license.

Must be a regular and permanent Police Officer for at least two (2) years immediately preceding the closing date for application to the board.

Police Sergeant BB
Original Adoption: 12-14-05
Revision Dates: 05-02-19

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions of law enforcement, the primary duties of which include the supervision and management of a specialized division, unit, section or platoon of the police department. Police Lieutenants make recommendations for planning of programs and activities for the assigned division and performs public relations duties. Employees of this class participate in the personnel management function of the department, including conducting internal affairs investigations and background checks on applicants. Employees of this class supervise the care, maintenance, and use of departmental equipment and supplies. Police Lieutenants work with a high degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by an Assistant Police Chief. This class ranks immediately below that of Assistant 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.

Supervises and assists in the management of the operations of an assigned division, unit, section or platoon, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile operations, special tactical operations, or other specialized division. Deploys available manpower in a manner which most effectively provides the required services while minimizing expense. Conducts inspections of assigned services and evaluates the effectiveness of assigned services. Takes appropriate action to correct problem areas or recommends changes in operational procedures and policies.

Participates in a personnel recruitment and selection program for the department by performing background investigations on candidates and by keeping records of information collected on applicants. Interviews prospective employees and makes recommendations for hiring and promotions. Participates in an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems. Investigates accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Provides for outside instruction to meet any training needs of the department. Makes recommendations for improvements in the training program.

Conducts research to be used in making management decisions and for the planning of programs and activities for the assigned division or service. Participates in conferences, conventions, and

other educational meetings to keep informed on modern law enforcement methods and administrative practices. Monitors any local conditions which may create situations the department may be called upon to handle. Participates in developing and implementing a safety program for the department.

Supervises subordinate police department employees by reviewing work to be done and delegating assignments and outlining responsibilities and duties. Monitors work pace and progress of assigned jobs. Sets work schedules and approves leave. Holds meetings with subordinates to receive reports and disseminate information. Provides on-the-job training for department members, including providing assistance in technical areas of work. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline by enforcing department rules and regulations, conducting corrective interviews, and recommending disciplinary action to the appointing authority through the chain of command.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as an official department representative at any assigned meetings in order to give reports, offer advice, make recommendations, and keep informed on local activities and trends that may affect the police service. Determines target areas for crime prevention or community relations efforts by analyzing local crime problems and assists in developing a community relations program to meet identified community needs. Participates in developing and implementing community relations programs to meet identified needs of the community.

Writes clear and comprehensive narrative reports on incidents. Gathers, analyzes, and organizes information in order to write letters and reports. Prepares correspondence to answer written or oral requests or as needed to handle departmental problems. Reviews incoming communications and routes work to the appropriate person or location. Enters and retrieves data on wanted persons, criminal histories, and stolen or missing property.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Assures that equipment repairs and maintenance are arranged. Keeps inventory records, orders supplies and equipment, and distributes such to department personnel as required.

Assist in the preparation of the departmental budget by gathering information. Reviews and approves purchase requisitions, vouchers for payment, or related financial records and sees that they are submitted to the proper authority. Handles money used for investigative purposes and keeps records of funds.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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 promotion, 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.

Must have a valid Louisiana driver's license.

Must be a regular and permanent Police Sergeant for at least one (1) year immediately preceding the closing date for application to the board.

Police Lieutenant BB
Original Adoption: 12-14-05
Revision Dates: 05-02-19

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position, the primary duties of which are assisting the Police Chief in overseeing the operations of the department. The employee of this class assists in planning and directing departmental operations, including the management of personnel; maintaining department equipment, property, and supplies; managing departmental records; providing for employee training; performing public relations duties; and assisting in directing law enforcement activities of the department. The incumbent of this class may be required to perform the duties of the Police Chief in the Chief's absence. The Assistant Police Chief works with a high degree of independence, reporting to and having work reviewed by the Police Chief. This class ranks directly below that of 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.

Assists in managing all operations of the police department. Determines how to organize operations of the department, including how to deploy department personnel. Oversees law enforcement activities of the department, including patrol, traffic control and traffic accident investigation, special tactical operations, criminal investigation, training, and handling of juveniles. Conducts inspections of various services of the department and observes department operations. Evaluates the effectiveness of the various services following inspections and discusses such evaluations with employees in charge of areas inspected to correct or improve problem areas. Keeps informed on modern methods of police department work and any local conditions which the department may be called upon to handle. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed.

Recommends management policies, goals, and objectives for the department. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Organizes and manages a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Investigates all accidents involving department equipment or personnel and makes recommendations on procedure to avoid future accidents. Sees that all department personnel policies conform to EEOC standards.

Supervises subordinate department employees. Delegates authority to subordinates for effective

operation when such delegation is allowed by law. Holds meetings with subordinates for the purpose of receiving reports or disseminating information. Conducts roll call in order to give on-coming shift pertinent information to policy changes, directives, orders, and cancellations. Supervises employees by inspecting appearance, assigning work areas and schedules, approving leave, evaluating and discussing performance with employees, writing employee evaluation reports, and reviewing reports written by subordinates. Discusses performance of subordinates with the Police Chief. Counsels employees who are experiencing work problems. Conducts corrective interviews and recommends disciplinary action to the appointing authority.

Oversees the preparation and maintenance of departmental records such as financial, personnel, activity, and inventory records. Reviews records completed by subordinates to insure accuracy. Determines what information should be included in department records and in what form this information should be kept. Reviews incoming communications, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Personally completes all forms and records required to document department activity.

Manages the general care, maintenance, and use of departmental equipment, vehicles, and related department property. Locates repair services and arranges for repairs and maintenance of all department buildings, property, or equipment, or assigns such to qualified department personnel. Oversees the inventory of supplies and equipment and purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Assures that all police department equipment, such as communications systems or police units are operational.

Assists the Police Chief in preparing the departmental operating budget. Gathers information to be used in budget preparation. Supervises field management of money used by investigative staff in order to control possession or expenditure of funds. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy. Prepares expenditure estimates and payroll records.

Promotes a positive public image of the work of the department in the daily performance of duties. Works with other public service agencies on projects of mutual concern to both the agency and the police department. Acts as departmental representative to the news, media, releasing information and answering questions concerning the work of the department.

Evaluates the training needs of the department and provides for employee training at all levels within the department by scheduling department training or outside training to meet needs. Provides on-the-job training for department members.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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 promotion, 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.

Must have a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant for at least three (3) years immediately preceding closing date for application to the board.

Assistant Police Chief BB Original Adoption: 12-14-05 Revision Dates: 05-02-19
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SECRETARY TO THE CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Chief of Police in providing administrative support by performing office functions and handling clerical duties. The Secretary to the Chief of Police types correspondence, records, and reports; processes mail for the police department; maintains the Chief of Police's schedule; and acts as a receptionist. The Secretary to the Chief of Police performs routine duties independently with some supervision, reporting to and having work reviewed by the Chief of Police.

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.

Acts as receptionist to visitors for the department, and handles any routine request by visitors to the office. Schedules, keeps records, and notifies the Chief of Police and assigned division of appointments, meetings, and other events, and takes minutes or notes at meetings. Makes arrangements for travel needs and reserves space for meetings and/or conferences. Writes and sends interdepartmental emails on behalf of the chief. Compiles documents for use by participants at meetings or conferences. Makes telephone calls for the Chief of Police and assigned division, answers any incoming calls, and transfers callers following department procedures. Opens incoming mail and sorts according to subject matter. Assembles documents for mailing, and prepares registered/certified mailings, to other work units or to external persons or offices. Operates, services, and trains new employees on using; a facsimile machine, copying machine, bindery equipment, calculator, word processor, office software, and postage meter. Orders supplies and equipment. Checks vendors' invoices to see if items, quantities and prices are as ordered.

Writes letters to answer written or oral requests addressed to the department as assigned, and composes business letters using correct grammar and punctuation. Types letters, forms, memos, statements, formal reports, or any other assigned documents, and proofreads and corrects errors. Drafts letters or memoranda for review and signature of others. Checks final copy of correspondence for proper form and completeness.

Sets up and maintains a filing system. Files correspondence, cards, forms, records or reports in hard copy files or computer database where they are organized alphabetically, numerically, chronologically, geographically, and by subject matter. Maintains confidentiality of sensitive and limited access data. Keeps records on the location of materials removed from files, and to whom materials were released. Locates and retrieves information or documents from the hard copy files. Operates a computer terminal to enter or remove information from files, and locates and retrieves documents from hard copy files and computer files. Uses computer scanning equipment

to enter records or documents into computer database. Maintains computerized mailing list and roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Prepares personnel forms reflecting hiring, promotions, disciplinary actions, retirement, resignations, etc., for appointing authority's signature. Maintains records of competitive and promotional eligibility lists. Monitors the storage, use and reprinting of agency forms. Fills out all forms or records required or assigned to this position.

Reads, refers to, and/or interprets the law, rules, regulations, policies, reports, incoming correspondence, and/or procedural briefs in order to solve a problem or answer a question. Interprets rules, regulations, policies and/or procedures for visitors, clients, customers and/or members of the public. Promotes a positive public image of the department in the daily performance of duties by interacting with community members and offering assistance and information as needed in-person, on the telephone, or via email. Performs public relations duties such conducting tours of department facilities for school, civic, or other organized groups.

Performs related duties 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 employment, 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.

Must possess a valid driver's license.

Secretary to the Chief of Police BB

Original Adoption: 06-14-22

Revision Dates:

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing records and reports of the department. Police Records Clerks complete assigned records and enter such information into the department computer, perform typing and filing duties, and act as receptionists for the department. Employees of this class perform routine duties independently, reporting to and receiving instruction from the Police Lieutenant who is the immediate supervisor of this class.

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.

Receives and processes departmental records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports or returns them for correction. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Composes business letters using correct grammar and punctuation.

Assist in setting up a filing system and files correspondence, forms, records, or reports alphabetically, numerically, or by subject matter and recommends revisions to the system as needed. Keeps records on the location of materials removed from files and traces missing files. Assists in maintaining a library or archives of materials for future use or reference by department personnel, including periodically inspecting systems and facilities for maintaining such.

Operates a computer terminal in order to enter or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Operates a copying machine and scanning equipment. Transcribes dictation from a voice machine, dictaphone, or transcriber.

Acts as receptionist to department visitors, including answering telephone and placing calls, handling routine questions and requests. Assist in scheduling appointments, meetings, and other events and notifies proper personnel. Assist in keeping records of schedules, appointments, meetings, and other scheduled events.

Operates communications equipment for short periods to relieve communications officers.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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.

Police Records Clerk BB

Original Adoption: 12-14-05

Revision Dates: 06-10-14, 03-13-18