



Job Title: Records Clerk

Department: Huntington Police Department

Status: Full-time

Salary Range: \$29,568.45-\$33,415.62

Job Description: see below

NOTE: Candidate must be able to successfully pass extensive background check and polygraph examination.

Submit cover letter and resume to Human Resources Director Sherry Lewis via email: lewiss@huntingtonwv.gov. Candidates may also apply in person at City Hall, Room 14 - HR office or access the online application on the City of Huntington website: www.cityofhuntington.com. Click on "City Government" and "Employment Opportunities." Applications/resumes will be received through the close of business on Friday, October 2, 2020.

RECORDS CLERK

Job Category: AFSCME Bargaining Unit
Department: Police

Job Code No.: PD-04
Pay Grade: C9
FLSA Status: Nonexempt

NATURE OF WORK

This is routine clerical work of limited complexity and variety in the Police Department.

Work involves responsibility for performing standardized clerical duties which follow well-established methods and procedures. Employees of this class receive instructions and close supervision on new assignments, although regular assignments may be performed more independently, and some initiative and limited judgment may be utilized as experience is gained. Work involves the operation of standard office equipment. Work involving more varied tasks is given closer supervision than that which is repetitive in nature and is reviewed by a supervisor for accuracy while in progress and upon completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Separates, sorts, and files documents, field reports, and other records alphabetically, numerically, or by other established classifications; removes material from the records upon request and keep records of the movement of materials.

Places data on DVDs; files CDRs and subpoenas.

Conducts records checks in person and by mail, including those for pre-investigation sentences.

Mails insurance accident reports upon request.

Inputs reports and follow-ups into computer and files same; logs arrests and locates HPD numbers.

Conducts research for the Detective Unit and other agencies.

Transcribes statements from micro-cassette for detectives and types prosecution reports.

Maintains a monthly log of domestic violence petitions and an alphabetical file of active petitions.

Sends fingerprints to CIB on arrests.

Copies and mails DUI forms to the State Police.

Plans and maintains an adequate supply of office materials, supplies, and forms.

May act as a witness during hookup for polygraph examinations.

Posts, duplicates, and distributes a variety of field reports.

Receives telephone calls, answers routine questions, completes forms, and refers inquiries to appropriate persons for action.

Acts as desk clerk or receptionist on routine matters, such as directing individuals to proper locations or persons checking files for requested information and furnishing copies of requested reports.

Receives money from the public in payment of bail bonds, fees, fines, and reports; issues receipts; keeps required records.

Operates standard office equipment, including a computer, copier, and fax machine.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from high school or GED, supplemented by a course in typing; experience in clerical work and in dealing with the public; or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE SKILLS AND ABILITIES

Knowledge of modern office practices, procedures, and equipment.

Knowledge of business English, spelling and arithmetic.

Skill in the operation of standard office equipment.

Ability to understand and follow verbal and written instructions.

Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental procedures.

Ability to make simple arithmetical computations and tabulations accurately and with reasonable speed.

Ability to maintain clerical records of some complexity and to prepare reports from such records.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to handle confidential information and matters in a discreet and professional manner.

SPECIAL REQUIREMENTS

Must be able to pass extensive background check and polygraph examination.

TOOLS AND EQUIPMENT USED

Telephone, computer, typewriter, calculator, copy machine, fax machine, and DVD burner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, bend, kneel, walk, talk, see, hear, and smell.

The employee frequently lifts and/or moves up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.