VILLAGE OF UNIVERSITY PARK
POLICE DEPARTMENT
Class Specification

Police Department Records Clerk

PAY GRADE: G-11

This is a Union position under current AFSCME contract.

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs a variety of complex, sometimes confidential clerical activities involving records and documents; and non-sworn functions for the Police Department, including legal/technical data, exhibits and reports, difficult and confidential typing is a requisite of the classification. The person assigned reports directly to Supervisor of Technical Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

   Responsible for all records, correspondence and administrative documents of the Police Department including, but not limited to:

1. Enter, distribute and file all reports belonging to the investigative and patrol division.

2. Transmit monthly Uniform Crime Reports to the State of Illinois.

3. Retrieve and Verify LEADS information as it applies to criminal histories, traffic citations, driver’s abstract, registration information and any other information needed by LEADS to perform this duty.

4. Maintain, review, enter and distribute current department warrant list.

5. Maintain, review, enter and distribute State of Illinois Crash Reports.

6. Maintain, enter and distribute Orders of Protection and Vehicle repossession.

7. Process request for photocopies of various reports.

8. Maintain, process and file all arrest fingerprint cards.

9. Maintain sufficient office supplies, as directed by the Technical Service Supervisor, to ensure the office’s efficient operation.

10. Maintain and update accurate and current record of names, addresses and charges of all subjects arrested by this Agency.

11. Prepare all arrest packets to be sent to the Will County or Cook County State’s Attorney Office.
12. Must be able to function proficiently as a clerk in the Administrative Hearing procedures.

13. In the absence of the Court Officer, attend and prepare documents for local and county court hearings.

14. Must be able to perform in a limited capacity to fill in for other senior personnel in the same division.

15. May be required to act as a Matron.

16. Performs other duties as required or assigned which are reasonable within the scope of the duties enumerated above.

**SIGNIFICANT REQUIREMENTS:**

1. Requires knowledge, skill and mental development equivalent to the completion of four years of high school.
2. Must be 18 years of age or older, at the time of employment.
3. Must be LEADS Certified or able to acquire certification within six months of date of hire.
4. No felony convictions or disqualifying criminal histories within the past seven years.
5. Must be able to read and write the English language.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

1. Must possess the ability to exercise sound judgment in carrying out duties of job.
2. Must possess the ability to maintain confidentiality of certain aspects of job.
3. Some knowledge of business principles, techniques and equipment.
4. Some skill in the operation of most of the tools and equipment listed below.
5. Knowledge of applicable laws, ordinances, and department rules and regulations.
6. Ability to communicate effectively orally and in writing, and work independently.
7. Must be able to establish and maintain effective working relationships with peers and supervisor.
8. Must be able to follow verbal and written instructions and work with minimum supervision.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing and specialized software, telephone, typewriter, calculator, dictating equipment, facsimile machine, copy machine and first aid equipment.

Nothing in this section shall be construed as limiting the authority of the Chief of Police, Deputy Chief of Police and/or the Technical Services Supervisor, who by the organizational chart of the department is in charge of such personnel from assigning such functions/ responsibilities as are necessary to establish and maintain maximum departmental efficiency/effectiveness.