



CITY OF GLENWOOD SPRINGS

POLICE RECORDS CLERK- BILINGUAL PREFERRED

JOB CODE: 5206
GRADE: 73

POLICE
REVISED: 02/01/2016

GENERAL STATEMENT OF DUTIES:

Performs entry level clerical duties such as filing, typing and basic record keeping. Customer service contact both in person and on the phone. In addition, call dispatching and specific computer requirements are taught. This position will be supervised by a member of the clerical staff, generally the Administrative Assistant, who is supervised by the Chief of Police.

EXAMPLES OF DUTIES:

The following examples are illustrative only and are not intended to be all inclusive. Answers reception phones, directs calls, greets customers, receives complaints and corresponding information, dispatches complaints to Officers via radio, enters reports into records management system via computer, copies and distributes large volumes of documents to various agencies, tracks financial records associated with the functioning of the department and operates the State crime computer system.

REQUIRED KNOWLEDGE & SKILLS:

High school graduate or equivalent. Good typing skills and rudimentary computer literacy. Ability to calmly and professionally deal with irate citizens in person and on the telephone. Ability to stay calm in crisis situations, and ability to learn and use proper radio procedures when dispatching calls. Knowledge of basic math, filing systems, operation of basic office equipment such as fax, copier, and shredder. Ability to interact with diverse agencies and people appropriately, and the ability to maintain a high level of confidentiality of sensitive information contained within department records. **Bilingual Preferred.**

NECESSARY PHYSICAL REQUIREMENTS:

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|---|---------------------|------------------------|
| Lifting: | 5 pounds frequently | 10 pounds occasionally |
| Carrying: | 5 pounds frequently | 10 pounds occasionally |
| Pushing/Pulling: | 5 pounds frequently | 10 pounds occasionally |
| Driving: | | frequently |
| Balance/Stoop/Bend: | | frequently |
| Twist/Squat/Crouch: | | occasionally |
| Kneeling: | | occasionally |
| Crawling: | | N/A |
| Climbing Stairs: | | frequently |
| Standing/Walking: | | frequently |
| Climbing Ladders: | | N/A |
| Reaching above/below/at shoulder level: | | frequently |

I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THE POSITION:

Signature

Date