

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: POLICE RECORDS TECHNICIAN
DEPARTMENT: POLICE
REPORTS TO: ADMINISTRATIVE LIEUTENANT

CLASS CODE: 1054
FLSA STATUS: N
DATE: 06/13

JOB SUMMARY:

Performs a variety of clerical functions associated with maintaining department records, including: processing citations, reports and other documents; setting up files and maintaining same; and answering inquiries and performing related customer services functions.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Processes police records, including: classifying and distributing reports; checking reports for completeness and accuracy; entering incident/accident reports, citations, warrants and other information into computer system; researching information at the request of staff; pulling tickets, reports, etc. for requesting parties and mailing/distributing same; and maintaining filing system.

Fingerprints individuals; distributes permit applications, provides instructions in the completion of same and issues permits.

Monitors, accesses, reviews, processes and/or revises information in GCIC, including: running criminal and driving histories/background checks, licensing information and other investigative information; reviewing reports; confirming warrants; providing information to staff; and verifying information at the request of staff.

Assists in conducting preliminary inquiries and interviews within the police department.

Locates and provides information to staff, the general public, court officials, etc; updates records upon receiving supplemental information.

Answers telephones, takes messages, screens calls, provides information to callers, receives citizen complaints and tips, and directs calls and messages to appropriate person.

Interviews, screens, greets visitors and directs them to the appropriate area or individual; may answer various inquiries personally; provides information on departmental services and functions; makes copies of reports/documents, as requested.

Formats and types letters, memos, labels, reports, or other correspondence on a computer or typewriter.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.

Reports administrative and/or operational problems to supervisor.

Retrieves, opens, stamps, sorts, and distributes incoming, interoffice, and outgoing mail; receives and distributes faxes and email; and checks and maintains voice mail.

Maintains cleanliness of office and lobby area.

Disseminates a variety of information and/or reports to various agencies, division, or departments via telephone, mail, email or FAX.

Provides administrative support to officers.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal General Office Equipment
Two Way Radio

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and,

Six months to one year of progressively responsible related experience; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

Applicable state, federal and local ordinances, laws, rules and regulations.

Constitutional rights.

Preliminary investigative and intelligence procedures and techniques.

City street system, hospital locations, and physical layout of the City.

External governmental bodies and agencies related to area of assignment.

Basic GCIC operations, rules and regulations.

Court system and procedures.

Juvenile court system and procedures.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

Customer service techniques.

General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Writing reports.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and two-way radio base stations.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to write routine reports and correspondence.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; see and perceive color and depth; use sound perception and discrimination; and push, pull and/or lift up to 20 pounds occasionally.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.