



POSITION DESCRIPTION			
Title	Police Clerk	Department	Administration – Police Department
Reports To	Police Chief	Status	Non-Exempt
Summary	The Police Clerk Performs a variety of routine and complex clerical, administrative and technical work in receiving and disseminating information; keeping official records; providing clerical support for members of the police department; assisting the public; and assisting in the administration of the standard operating policies and procedures of the police department. As needed, the Police Clerk may act as assistant Municipal Court Clerk and shall be afforded one salary at the pay scale of Police Clerk for performing the duties of both positions.		
Employee Expectations	All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the city of Guyton and its residents, businesses and guests.		
Position Requirements & Qualifications	<ul style="list-style-type: none"> • High school graduate or equivalent. • One (1) year experience involving responsible clerical/secretarial work, preferable with public safety exposure sufficient to demonstrate knowledge of crime prevention procedures and public safety record keeping requirements. • No felony convictions. • Proficiency in Microsoft Office and Google suite of tools required. Proficiency with basic web site maintenance and updates preferred. 		
Essential Job Responsibilities	<ul style="list-style-type: none"> • Manage and maintain police files for Incident and Accident Reports as well as officer's case files for offenders. • Check for messages and return calls as needed. • Keep track of all invoices, oversee the publication of all notices, ordinances, or other documents required by law to be published. Which includes open records request. • Deposits receipts to the Finance Clerk. • Keep track of and order office supplies as needed. • Maintain work schedules for officers as prepared by Police Chief or his/her designee. • Processes employee training/leave request and travel arrangements if needed. • Answer phones and wait on public and assist with questions and 		



	<p>complaints, take request for house checks, generate copies of accident and incident reports when requested.</p> <ul style="list-style-type: none"> • Assist with computer issues and IT problems when they arise by talking with the software vendors and customer support. • Enters and retrieves needed police information using computer information systems, police data files. • Assists relevant courts and court personnel by coordinating and preparing copies of required case: reports, citations, property and other evidence. • Organizes and maintains general files; types of correspondence assigned by the department. • Maintains daily contact with the Police Chief as other officers. • Assists with crime prevention programs and code enforcement as needed. • Additional duties as assigned by the Chief of Police.
Traits & Distinguishing Characteristics	<ul style="list-style-type: none"> • Maintains exceptionally high standards of integrity and confidentiality. • Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions. • Works collaboratively with all team members of the City. • Seeks and receives feedback graciously and with a dedication to continuous improvement. • Demonstrates commitment to quality in every task performed. • Attends all departmental training sessions to maintain or improve skills.
Physical Demands	<p>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.</p> <ul style="list-style-type: none"> • Much of the work of this position is completed while sitting at a desk, using a computer and phone. Requires talking, hearing and visual acuity sufficient to perform these major functions. • Requires the ability to enter data at a prescribed rate of speed. • Regularly includes traveling to various locations and facilities throughout the City and ability to navigate mobility within a variety of environments. • Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for office equipment, supplies and materials.