

Position Description
Town of Scituate, Massachusetts

Position Title: Records Clerk- Police Department

Statement of Duties

Performs administrative support in the provision of services, recording and database management of information in the Scituate Police Department. Provides staff and administrative support to Town Prosecutor and Chief of Police. Performs all other related work as required.

Supervision

Appointed by the Town Administrator, works under the policy direction of the Chief of Police and administrative direction of the Town Prosecutor. Works in accordance with Massachusetts General Laws, federal statutes, Town of Scituate Bylaws and Town Charter as well as police department rules, regulations and policies requiring the ability to plan and perform operations.

Performs responsible functions of a routine but technical nature at times requiring the exercise of judgment and initiative to insure that all work conform to law and professional standards.

Employee is required to work independently in order to complete assigned tasks according to prescribed time schedule, periods, and deadlines. Incumbent must be able to multi-task, properly manage and assign priorities, and effectively shift between tasks as required. Employee plans and carries out regular work in accordance with state and federal law and previous training.

Job Environment

Work is performed under typical office conditions involving standard and well-established procedures. Operates a variety of office equipment, such as personal and main frame computer system, calculator, copier, fax and telephone. Work is completed within specific, and sometimes short, deadlines and in an accurate and very detailed manner. Incumbent is expected to process and handle a number of details with accuracy and completeness.

Employee has frequent contact with the public, police and court personnel. Contact is by telephone, in person, email and written correspondence. The purpose of contacts is to obtain or provide information and resolve questions and concerns. Regular access to confidential information involving court cases, criminal background checks and personal financial information. Errors could result in inaccurate reporting, failed prosecution and potential legal liability to the Town.

Essential Functions

The essential functions or duties listed below 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.

Responsible for the maintenance and filing of all Scituate Police Department records including active criminal and civil matters. Maintains all records of the Department Prosecutor. Fulfills requests for certified police reports and public records requests.

Maintains computerized database for motor vehicle citations and dispositions using the department records management system

Maintains separate filing system for closed cases, archiving as required or warranted.

Assists Town Prosecutor with District Court filings, prepares required data and documentation for court action, prepares court schedule for department personnel.

Responds to inquiries for police records in person, via telephone or in writing. Calculates and collects appropriate fees.

Records and logs all dissemination of Criminal Offender Records Information (C.O.R.I.). Prepares juvenile arrest reports as necessary or required.

Prepares all correspondence for Town Prosecutor including discovery compliance requests from attorneys representing clients in criminal matters. Compiles data and information required from District Attorney's Office.

Sorts and distributes departmental mail. May handle accounts payable, invoicing and purchase orders.

Conducts audit of completed citation books for submission to the Registry of Motor Vehicles. Serves as Town liaison to parking ticket processing firm. Resolves issues, assists customers with inquiries on a timely basis.

Serves as department liaison for parking ticket vendor. Schedules parking ticket hearing on behalf of Hearings Officer.

Assists Firearms Licensing Agent with administrative matters as necessary or warranted.

Generates reports for and assists other departments relative to town services, as needed.

Maintains office inventory of supplies; orders when needed.

Assists in the overall administrative operations of the Department including preparation of correspondence, payroll and detail billings. Performs Chief of Police administrative duties in the absence of the Chief's Administrative Assistant.

Recommended Minimum Qualifications

Education and Experience

High School Diploma or GED required. Associates Degree strongly desired. Two (2) to three (3) years' experience in legal, law enforcement or municipal setting preferred. Any equivalent combination of education and experience that enables performance of all aspects of the position.

Special Requirements

**Must be able to be C.O.R.I certified and complete successful background check.
Ability to be D-CJIS approved for access to criminal database systems.**

Knowledge, Ability and Skill

Knowledge

Thorough knowledge of office procedures. Proficiency in use of software systems, particularly in a demonstrated ability to use of the IMC records management software program as well as Microsoft Word, Excel, Access, Microsoft Windows operating systems. Some familiarity with criminal justice system and public safety operations required; this includes an understanding of current Public Records Laws specifically with regards to the dissemination of information. Knowledge of town bylaws and regulations helpful.

Ability

Ability to interact in a positive and effective manner on a regular basis with residents, staff and the general public. Ability to communicate verbally in an effective manner with courtesy and tact. Ability to maintain detailed and accurate records; ability to make arithmetical computations and tabulations and to prepare accurate reports from such records. Ability to manage/organize multiple tasks in an efficient manner. Ability to maintain the highest degree of confidentiality.

Skill

Attention to detail and proficient skill in use of personal computers and recordkeeping systems.

Physical Requirements

Minimal physical effort generally required in performing administrative duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift, push or pull office equipment weighing up to 10 pounds. The employee works in a general office setting and is frequently required to stand, sit, talk, hear, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms including personal computer and standard office equipment. Employee must be able to hear normal sounds and distinguish sound and voice patterns, and communicate regularly with others. Requires sufficient eye/hand coordination to perform semi-skilled repetitive movements. Tasks require sound and visual perceptions and discrimination and may include use of protective devices.

