

GRADE: 5NE

TITLE: AREA CLERK –NORTH PATROL DIVISION
BUREAU: COMMUNITY POLICING
DIVISION: PATROL DESK/HOLDOVER

REPORTS TO: DESK SERGEANT/OFFICER
SUPERVISES: NONE

POSITION SUMMARY: Performs clerical and administrative duties for the Area Desk, Detective Bureau, Property Room, and Prisoner Holdover.

FUNCTIONS OF THE:

Essential Functions:

- 1) Maintains Area and Detective Bureau files and records. Process police incident reports, entering data to computer system and files police reports.
- 2) Assists the Area Desk Officers, Property/Warrant Officers, Detective Bureau, and Booking Officers with Area Desk, Property Room, Detective Bureau, and Prisoner Holdover administrative responsibilities.
- 3) Enters daily map route information for patrol cars on duty.
- 4) Answers telephone and provide information or assistance to the caller and/or direct calls to appropriate person or unit.
- 5) Reviews and distributes incoming correspondence to appropriate person or unit. Sends and retrieves faxes and warrant confirmation messages to officers.
- 6) Prepares Arrest Register information and makes appropriate computer entries.
- 7) Maintains information on seized or recovered property.
- 8) Desk Assistant:
 - Make prompt, accurate and required entries in official Department records.
 - Provide prompt, courteous and efficient service to all persons contacting the station by phone or in person.
 - Promptly notify the appropriate Commander of citizen complaints and messages from Officers.
 - Operate the district computer as needed.
 - Maintain district files and search them upon request.
 - File reports.
- 9) Booking person:
 - Provides for the security and care of prisoners
 - Perform prisoner searches as necessary
 - Enter booking information into computer and print Arrest Register form.
 - Obtain prisoner's fingerprints on Arrest Register form.
 - Place Ident-A-Band on prisoner
 - Place prisoner in regular cell according to Section IV-G of Special Order.
 - Remain in holdover area at all times when prisoner is in a temporary holding or regular cell; be responsible for the security, welfare and well-being of the prisoner at times confined to a regular cell.
 - Feed prisoner if it becomes necessary.
- 10) Perform other duties as assigned by the Station Executive Officer and/or Desk Officer.
- 11) Regular punctual attendance is required.

Marginal Functions: None Identified

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of this job;

- 1) Standing, walking, sitting, reaching, pushing, grasping, feeling, talking, hearing.
- 2) Clarity of vision at 20 inches or less and 20 feet or more with peripheral vision and the ability to bring objects into sharp focus, while reading from a computer terminal.
- 3) Average work - exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Normal Office environment at the area desk, and secure prison environment in performing functions in the holdover area.

POSITION QUALIFICATION REQUIREMENTS

Education:

Knowledge of basic trade work. A high school diploma, GED, technical or vocational school diploma.

Experience:

Experience in office procedures with aptitude for computers with prior experience in customer service or public contact experience and clerical data entry experience.

Skills and Abilities: Skills and abilities that may be representative but not all inclusive of those commonly associated with this position:

- 1) Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- 2) Ability to deal with problems involving several concrete variables in standard situations.
- 3) Ability to develop the customer service skills necessary to build rapport with the general public by:
 - Giving full attention to what others are saying, taking time to understand the points being made and asking questions as appropriate
 - Communicating information and ideas in a polite, effective, non-threatening manner
 - Actively looking for ways to help and assist people
 - Speaking clearly so others can understand
 - Observing, receiving, and otherwise obtaining information from all relevant sources
- 4) Ability to read basic rules and instructions in the use and technical equipment.
- 5) Ability to process reports orders with correct coding, spelling and grammar.
- 6) Ability to deal with the general public in conveying police procedures.

Machines, Tools, Equipment and Work Aids that may be representative but not all inclusive of those commonly associated with this position:

Computer and mainframe applications, telephone, fax.

License(s)/Certification(s) Required: Rejis Certification

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk that denotes linkage only to marginal function(s)

Original Evaluation	Revised by	Revised by	Revised by	Revised by
GF:jb 9/96	MG: 11/99	MG: 5/00	MG: 4/05	