

Police Records Clerk Job Description:

Performs a variety of functions related to the operation of police records and evidence storage with the emphasis on scanning, routing, and filing reports, and researching and reporting records (records checks). Responds to in-person, email and telephone requests from officers, other law enforcement agencies, courts, and the public. Accurate and thorough work is required to prevent liability.

Works independently but under carefully documented and available written policies and procedures. Seeks guidance from supervisor or legal authorities on discretionary matters on in situations without precedents.

Police Records Clerk Responsibilities:

The Records Clerks is responsible to ensure that practices and policies are established and followed pursuant to city, state, and federal policies.

The Records Clerk is responsible for the maintenance of the department records, under the supervision of the Records Supervisor. The Records Clerk receives and responds to requests (via phone, in writing, email, the records request system GovQA, and in person) for police record information from local officers, other law enforcement agencies, the courts and the public. Also researches and provides information in a timely manner using full files, computers, and other resources in strict accordance with department policies and the Public Records Act. Performs related duties as assigned and provides back up and vacation/illness relief for other records clerks as assigned.

Typical Records Clerk Duties:

Responds to records checks on private individuals from other agencies such as the FBI, Armed Forces, probation officers, special investigators, and other county, state and federal agencies.

Prepares case documents for court and prosecuting attorneys. Reviews, checks for accuracy, scans, assembles, and routes various court or court related documents (tickets, teletype reports, warrants, witness lists, driving records, arrest reports, etc.) to appropriate law enforcement, legal or court authorities, enters, files and purges files and other materials, according to law and procedures.

Prepares statistical monthly and yearly reports for FBI National Incident Based Reporting System and department reports. Responds to public and law enforcement requests for statistical data. Processes protection orders, harassment orders, ex parte restraining orders, no contact domestic violence orders and firearm surrender orders. Receives paperwork from court, reviews and if appropriate provides paper work to officers, inputs citations and infractions into State and City computer systems, updates and purges as appropriate, does monthly validations following WACIC and NCIC regulations, explains

protection order policies and procedures to the public. Documents and enters dispositions from Sedro-Woolley Municipal Court, city and county prosecutors' office and juvenile court.

Performs other records functions including processing concealed pistol licenses, fingerprinting, dog and bicycle licenses, Washington State firearms licenses and gun transfers.

Responsible for evidence room and records room. Responsible for control of property received, inventories, tagged and stored in the property storage areas.

Greeting the public and answering questions.

Police Records Performance Requirements:

Must have a high school diploma.

Must be 21 years of age.

Must be able to keyboard 45 words a minute.

Must be able to pass a drug test and a hearing test.

Must be able to pass a polygraph test.

Must be able to pass a complete background check including criminal history check.

Must possess a working knowledge of computers and other office equipment.

Must be able to search records quickly and accurately under immediate time pressures and answer other work demands.

Must be able to maintain the confidentiality of sensitive communications and materials.

Must be able to work well with other department employees and employees from other agencies.

Must be able to read, retain familiarity with, understand, and strictly follow police records and other criminal justice system policies, procedures, laws, and other guidelines.

Must be able to work independently, set priorities, and follow procedures when supervisor not immediately available and to remain calm in high-pressure situations.