

## **POLICE CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the direct supervision of the ranking officer in charge, is employed in the central police station and is responsible for answering the telephone, providing information to callers, relaying messages and requests for assistance to the police cars by radio, recording all information in the police radio log, providing clerical services for the police department including the receipt and recording of fines for non-moving vehicle violations and the dispatching of emergency vehicles. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Answers phone, recording and relaying messages by phone or radio; Assists the public by providing directions or general information as requested; Performs all required clerical assistance for the police department; May do light cleaning including the wet or dry mopping of floors; May assist in searching and guarding prisoners when required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of office and procedures; Ability to type at an acceptable rate of speed; Ability to remain calm under stress situations; Ability to deal firmly and effectively with people; Willingness to work alone and at night; Willingness to perform menial tasks; Honesty; Integrity; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school and at least one year of clerical experience involving both public contact and the operation of office equipment using a keyboard.

Revised: 10/14/98; 12/15/98; 3/29/99

Reviewed: 3/3/23