

BOARDMAN TOWNSHIP
An Equal Opportunity Employer
POSITION DESCRIPTION

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Position Title:	Records Clerk	Name of Incumbent:	
Office/Division:	Police	Employment Status:	Full-Time
Reports To:	Support Services Manager	FLSA Status:	Non-Exempt

QUALIFICATIONS (An Example of Acceptable Qualifications):

High school or GED equivalent supplemented by coursework in general office practices such as typing, filing, accounting and bookkeeping, data processing; or an equivalent combination of related education and experience.

LICENSURE OR CERTIFICATION REQUIREMENTS

None.

MINIMUM ACCEPTABLE CHARACTERISTICS (*Indicates Developed After Employment)

Knowledge of: Township goals and objectives;* Township policies and procedures;* office practices and procedures; basic accounting; English grammar and spelling; records management; office management; word processing, data, and spreadsheet software.*

Skill in: typing; data entry; computer operation; use of modern office equipment.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; calculate fractions, decimals, and percentages; maintain records according to established procedures; communicate effectively; answer routine telephone inquiries; handle sensitive information and inquire; maintain confidentiality of documents/records in accordance with department procedures.

ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)

1. Answers telephone, directs calls to proper staff, answers routine questions; composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness; receives, stamps and distributes incoming mail, processes outgoing mail.
2. Maintains and updates police records/files (e.g. labels folders, rotates file location, locates and/or removes reports or other documents as needed to retrieve information); compiles data and prepares summary reports and/or statistics from files; inputs computer data from police event reports (e.g., arrest, incident, crash) into computer files.
3. Researches information systems to fulfill public records requests for members of public and law enforcement personnel; charges and accepts appropriate fees for copies of police reports and other documents requested by members of public.

Date Adopted: _____
Date Revised: _____

Developed by:
Clemans Nelson & Associates, Inc.

{4/16/2013 PDBRMTW 00116249.DOCX}

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Position Title: Records Clerk

Name of Incumbent:

4. Enters traffic citation information into computer system and submits records to court and BMV; maintains log numbers of Uniform Traffic Citations issued officers.
5. Performs other clerical and general office tasks as assigned, including maintain adequate levels of supplies, paper and materials.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.

EQUIPMENT OPERATED (The Following Are Examples Only and Are Not Intended To Be All Inclusive)

Phone switchboard, computer network, personal computer, including word processing software, copy machine, fax machine, scanner, camera, and calculator.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.).

SUPERVISION RECEIVED: Works under the supervision of the Support Services Manager.

POSITIONS SUPERVISED: None.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted: _____
Date Revised: _____

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