



Part-time Records Clerk – Police Department

Hourly Rate: \$10.00 per hour

Schedule: Part Time; 20-29 hours/week /Flexible work schedule

Department Hours: Monday thru Friday 8am – 4:30p;

General Statement of Duties: Performs specialized clerical work involving the receipt, filing, analysis and reporting of records of municipal criminal activities; does related work as required.

Responsibilities include:

- Works closely with the full time Records clerk to maintain and process the routine paperwork that is required to up-date the daily incident reports generated by the Officers.
- Processes requests from insurance companies for incident and accident reports.
- Submits payments received from insurance companies into BS & A system.
- Processes requests for information from Probation and Parole Offices as well as outside Departments.
- Performs quality checks on arrest/s, Criminal history/s as submitted daily by the Officers.
- Scans paperwork submitted by the Officers for the incidents that they submit.
- Clears out and organizes closed case files prior to storage. Labeling all as per Michigan Retention Schedule.
- Processes citizen requests for incidents/ accidents (maintaining the privacy of all)
- Processes dog licensing information. Filing per Michigan Retention Schedule.
- Maintains the Prisoner jail logs. Filing per Michigan Retention Schedule.
- Reconciles the bond receipt books with the 27-1 DC maintaining the files per Michigan Retention Schedule.
- Submits payments from the daily PBT tests into the BS & A system.
- Assists with any other tasks as requested.

Required Knowledge, Skills and Abilities: Some knowledge of police objectives and procedures and of Federal and State Law Enforcement agencies and their office practices, procedures and equipment recommended; ability to prepare moderately complex reports; ability to establish and maintain effective working relationships with other employees and the public; customer service; cash handling; excellent PC skills.

Acceptable Experience and Training: Minimum high school diploma or GED equivalent, supplemented by a course in computer operation or any equivalent combination of training and experience that provides the required knowledge, skill and ability. Some clerical experience, preferably in a police department.