



CITY OF PATASKALA, OHIO POSITION DESCRIPTION

POSITION TITLE:	Police Clerk
HOURLY PAY RANGE:	\$14.00
POSITION TERM:	Part-Time
DEPARTMENT:	Police
POSITION REPORTS TO:	Chief of Police
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Classified

JOB DESCRIPTION:

General Purpose of Position:

This position is responsible for providing a wide variety of administrative and support functions for the Police department, including:

Essential Functions of Work:

(May not include all duties performed)

- Conducts background checks for government agencies.
- Assists insurance companies in their requests for report copies and receipting payment received in response to such requests.
- Accepts payment for public record requests and civilian fingerprinting fees
- Answers department's non-emergency phones and responds to public requests for support.
- Communicates with command staff and patrol officers by telephone and portable radio.
- Collects electronic fingerprints for civilian background check purposes.
- Prepares and submits requisitions for the purchase of supplies and equipment.
- Demonstrates regular and predictable attendance.
- Performs other related duties as required or as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or GED equivalent.
- At least two (2) years clerical experience in office procedures and/or office management, preference will be given to those with municipal government and records management experience.
- Demonstrated skill in data entry and computer operations, to include word processing, spreadsheet, and database applications.
- Ability to deal with the public tactfully and courteously.

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

- **Citizenship.** Must be a citizen of the United States and at least 21 years of age.
- **Education.** High School diploma or equivalent, supplemented by additional training or education in office administration.
- **Licensure or Certification Requirements.** Must be able to pass a background investigation for access to the Law Enforcement Access Database System (LEADS).

Working Environment and Conditions:

- May be required to work evening and weekend hours depending upon staffing needs.
- Periodically, exerting up to 10 pounds of force to lift, carry, push, pulling or otherwise move objects. Occasionally, exerting over 10 pounds.
- Sitting most of the time, but also involves walking for periods of time.

Approved by the Personnel Board of Review on August 11, 2020

All resumes will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

Posted: October 22, 2020

The City of Pataskala is an equal opportunity employer