



CITY OF PATASKALA, OHIO POSITION DESCRIPTION

POSITION TITLE:	Police Clerk
HOURLY PAY RANGE:	\$20.00 - \$26.88 per hour
POSITION TERM:	Full-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.
- *Property Room Management:* Intake and data entry of new evidence submitted to the property room; transports evidence to and from the various laboratories; retrieves evidence needed for trail; and prepares property destruction orders pursuant to the various city retention policies.

- 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.
- Siting most of the time, but also involves walking for periods of time.

Approved by the Personnel Board of Review on