



City of Milford
Police Records Clerk
Pay Grade: 05

Employment Status: Full- Time

FLSA Status: Non- Exempt

Experience Required: Some experience in record retention is required. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training is required. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse and criminal background. Notary Public is also required.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Police Captain

Supervisory Responsibility: None

Primary Work Location: Office setting

Job Summary: Performs clerical and administrative duties in order to process and maintain all police records and in providing support to department and administrative staff and customer service to the public. Responsible for the purchasing of office supplies and forms for the Police Department. The Police Records Clerk assists with duties of the Administrative Assistant in his/her absence.

The Police Records Clerk shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service.

Supervision Received: Work is performed under the general supervision of the Police Captain.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Input all crime reports, accident reports, traffic tickets, parking tickets, reprimands, and CPC's, in the Computer Aided Dispatch (CAD) system.
- B. Responsible for maintaining, managing and filing paper copies of all crime reports, accident reports, traffic tickets, parking tickets, reprimands, CPC's, etc., keeping three years archived in records retention area.
- C. Prepare old reports to be microfilmed yearly and purge files as needed.
- D. Notarize all tickets that need to be sent to court. Forward all tickets, DUI's, and drivers= licenses to appropriate agencies.
- E. Provide documents to Attorney General's office and other agencies.
- F. Research and provide copies of all reports listed on the monthly Grand Jury case roster for the Criminal Investigations Unit.
- G. Compile reports for weekly Call of Calendar at Court 6.
- H. Maintain radar logs for court. Log all court subpoenas. Research complaints and provide documents to officers for court.
- I. Provide monthly crime, traffic, special duty, parking, CPC's, etc., statistics from database for council reports.
- J. Run online records checks and review arrest records in DELJIS as needed.
- K. Prepare monthly report for Videophone.
- L. Responsible for implementing Expungements sent by Delaware State Police.
- M. Provide customer service by helping visitors fill out police forms and answers public requests for information in lobby and by phone.



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- N. Provide accident reports to public and insurance companies upon request.
- O. Assist Administration Staff as needed.
- P. Fill in for Administrative Secretary when out of the office.
- Q. Order all office supplies and forms for department.
- R. Performs related work as required.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:
An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Standards of office methods.
- Departmental record retention schedule.
- Departmental records storage system.
- State and federal laws pertaining to privacy and dissemination of official police records.

Skills

- Typing- proficient at using the computer and efficient typing skills.
- Filing- able to file information.
- Able to keep all tasks, paperwork and work load organized.
- Phone- able to call and receive calls. Able to communicate over the phone.

Abilities

- Communicate with the public.
- Work alone without supervision.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Chief of Police:

Employee:

Human Resources Administrator:
