

CITY OF OAKWOOD
An Equal Opportunity Employer
POSITION DESCRIPTION

Class Title: Part-Time Records Clerk

Department/Division:	Public Safety	Reports To:	Public Safety Director
Employment Status:	Part-time	Supervises:	
FLSA Status:	Non-Exempt		

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent and some clerical experience preferred, or any equivalent combination of education and experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Notary Public

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: departmental polices and procedures; federal, state, and local laws governing recordkeeping and retention; office routines and practices; computer software programs (e.g., word processing, database management, etc.); basic math skills.

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

Ability to: communicate effectively in oral and written form; handle frequent public contacts in a tactful manner; establish effective working relationships with associates, supervisors, other City departments, and general public; take and transcribe dictation; assume responsibility for clerical procedures without constant supervision; dispose of routine matters and make decisions within established guidelines without constant referral to supervisor; sort items into categories according to established methods; maintain accurate records; perform basic math skills.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

50% (1) Maintains, files, and records information on a variety of topics (i.e., public safety, checks, record retention schedule); prepares statistics as requested; gathers annual report, records requests; sends out alarm fine and warning letters; gathers court preparation materials for juvenile and teen courts;

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assists Oakwood Municipal Court by preparing court discovery for Prosecutor; preparing arrest/citation information for officers' court appearances; preparing and typing court preparation list from the court docket sheet; maintaining and updating computer files on court dispositions.

- 20% (2) Assists Chief and Captains with tasks as needed; prepares routine correspondence; maintains department calendars; assists with assimilation of department timesheets; performs general secretarial functions (e.g., files, etc.).
- 20% (3) Deals with citizen contact (no handbill list, block party, petitions, etc.); orders departmental supplies; receives stamps and distributes incoming mail, processes outgoing mail; serves as cashier including reception of payments and various other payments, posts monies to appropriate accounts.
- 10% (4) Answers telephone and routes callers or provides information as required; receives the public and answers questions; responds to inquiries from employees, citizens, and others, and refers when necessary to appropriate persons; keeps accurate and up-to-date list of names, addresses, and phone numbers of all departmental personnel.
- (5) Serves as backup for Records Clerk as needed.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (9) Performs other related duties as required or assigned.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Modern office equipment, calculator, computer, telephone, fax machine, copy machine.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

1. Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
2. Has exposure to second-hand smoke.

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(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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