



**Job Announcement  
Records Clerk**

<b>Department:</b>	Police	<b>Posted:</b>	02/20/2020
<b>Position:</b>	Records Clerk	<b>Closed:</b>	Open Until Filled
<b>Salary:</b>	\$ 12.73	<b>Classification:</b>	Full-Time

**Job Summary:**

Under general supervision of the Chief of Police, the Police Records Clerk will provide support, both secretarial and administrative to the Police Department. Serves as a primary point of contact for departmental employees and the general public for copies of arrest reports, police reports, accident and incident reports or records.

**Duties/Responsibilities: (include but are not limited to the following)**

- Creates and maintains police records, reports, logs, case files, and other departmental documentation and materials.
- General knowledge of office practices providing responsible and often confidential administrative and secretarial assistance to the Police Department.
- Ability to communicate effectively and clearly with citizens and visitors.
- Work cooperatively with other employees, City Officials, and general public.
- May be required to assist with data entry and/or processing for Police.
- Distributes documents to employees and/or agencies.
- Follows court orders to seal or expunge police records; and
- Performs other related duties as assigned.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.

- Positive attitude when greeting and assisting staff and Police department visitors and customers.
- Friendly demeanor to both internal and external customers on the telephone and in person.
- Excellent organizational skills and attention to detail.
- Thorough understanding of administrative processes and the workings of a police station.
- Ability to type at least 35 words per minute; and
- Proficient with Microsoft Office Suite or related software.

**Minimum Qualifications:**

- High School diploma or GED.
- Associates degree in a related field preferred.
- At least two (2) years of office support experience in municipal or similar setting preferred.
- Must possess a valid Texas Driver's License.
- Bilingual and fluent in Spanish is preferred; and
- Background check required.

**Physical Demands:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

**Benefits:**

Medical, Dental, Vision and Life Insurance, TMRS Retirement, Paid Time Off (PTO), 14 Paid Holidays.

**Application Process**

Apply through the City Website at [www.cityofpalmview.com/job-opportunities/](http://www.cityofpalmview.com/job-opportunities/) or by submitting and application in person.

For more information call us at: (956) 432-0349 the City of Palmview is an Affirmative Action/Equal Opportunity Employer.