

Rutherfordton Police Department Part-Time Police Records Clerk

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs administrative work maintaining official files and records and assisting with administrative functions; does related work as required. Work is performed under the general supervision of the Police Chief and Investigations Lieutenant.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Preparing, typing & maintaining official records of Police Department; assisting the Police Officers with citizen requests, research and special projects.
- Prepares, files and maintains official documents, oversees submission to the State of NC
- Assists employees and citizens by providing information and explanation regarding city programs and policies
- Receives and processes citizen service requests and complaints, refers to appropriate department, follows up on actions taken
- Performs research and conducts special studies for the Police Chief
- Serves as liaison between community organizations and the Police Department
- Performs related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of municipal government operations and procedures; knowledge of municipal recordkeeping procedures and requirements; ability to establish and maintain effective working relationships with other employees, department heads, elected officials and the general public; ability to conduct research and develop concise and appropriate reports; ability to record and maintain detailed minutes, records and files. Familiarity with Microsoft Office programs and certification as a North Carolina Notary Public. Upon hiring a CJIS Certification with the NC Criminal Justice Information Service must be obtained.

SPECIFIC JOB SKILLS

Knowledge of federal, state, and local laws and ordinances pertaining to police operations and investigative procedures.

Knowledge of North Carolina Public Records Law.

Working knowledge of the application of information technology to the department.

Skill in collaborative conflict resolution.

Ability to perform independently complex and sensitive investigative assignments.

Ability to effectively plan and organize work independently.

Ability to work calmly under conditions of high stress and physical and emotional fatigue.

Ability to represent the department effectively with other law enforcement and community groups.

Ability to establish and maintain effective working relationships with coworkers, supervisors, and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited community college with an earned degree in criminal justice or related field supplemented by additional training in law enforcement and criminal investigations and identification techniques is preferred however the equivalent combination of education and experience will be reviewed and accepted. A notary public and CJIS certificate will be required within 12 months of hire.

PART-TIME : \$15-17 per hour DOQ with a max of 20hrs per week. The Town Police Dept is flexible with hours initially but would like to have set office hours upon hire.