

Position: Records Clerk

Salary: \$12.00 hourly

Job Type: Part- time

The City of Lawrence Police Department is seeking strong candidates who possess high energy, the ability to work independently, personal integrity and proven interpersonal skills with cash handling experience. This position requires a great deal of multi-tasking in sometimes stressful situations. Records Clerks are responsible for maintaining the police department reception window, data entry, answering phones, and other duties as directed. Candidates must have a proven work history of fast paced, high level customer service experience. For more details about this opportunity and how to apply, visit us on the web at <http://www.cityoflawrence.org/employment>

Position Responsibilities:

- Under general supervision performs a variety of responsible clerical and public contact duties for the Department. An employee in this class serves as a custodian of record/records for the Lawrence Police Department.
- Records and retains all police incident reports, traffic and criminal citations, arrest records and activity logs.
- Collects fees and performs accounting and reporting responsibilities in accordance with office procedures.
- Prepares routine correspondence with some direction, recalls and organizes data from the police computer system.
- Maintains records in accordance with city, state, federal and judicial requirements, approved records retention schedules, and related internal procedures.
- Answer telephone calls, answer questions, give general information to the public and route telephone calls to proper personnel. Assist public as requested.
- Provides copies and notifies parties as required for records management; reviews and edits reports released to the public.
- Maintains a release log.
- Screens and processes reports, documents and requests received from various Department sections and/or Divisions.
- Perform other duties as directed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements detailed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience

High School diploma or general education degree (GED). Basic office skills required.