



**Title: Records Clerk**

**Class Code: 1007**

## JOB DESCRIPTION

### General Description:

The purpose of this class within the organization is to process police reports, provide customer service, assist the public, and maintain vital police records.

### Duties and Responsibilities:

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Checks and processes police reports.
- Enters police citations in the computer; sends police reports to media via computer file.
- Balances register receipts, prints and distributes reports and submits bank deposit.
- Handles open records; retrieves, redacts, copies, files, documents, and logs requests from internal and external customers.
- Updates the status of assigned cases in the excel spreadsheet as directed.
- Conducts administrative assistant operations; handles correspondence, copies, faxes, and responds to emails and phone calls.
- Provides backup to front customer service window.
- Serves as backup for Records Department including customer service, imaging, scanning, and fingerprinting.
- Maintains incident and accident case files pertaining to the Americus Police Department in a secure location and provides the media and public with pertinent information regarding such cases.
- Copies, separates and/or distributes department reports, records and documents as appropriate, to include case records for probation/parole officers, criminal case records for the District Attorney's office; incident reports, animal control reports, etc. When applicable, marks through personal information on records prior to distribution (i.e. the names of juveniles). Maintain logs of records possession such as café files and citation books signed out by officers.
- Updates and maintains department databases. Date entry duties include entering warrants and clearing cases etc.
- Docket court cases manually and in the computer. Prepares daily docket for court and case related information such as defendant list etc. updates case information in the automated information system. Records case deposition and/or sentencing; and schedules cases as appropriate.
- Logs and prepares files to be transferred according to the City's retention policy.
- Assumes duties of the Municipal Court Clerk in his/her absence as needed.
- Assumes duties of dispatcher in his/her absence as needed.

**This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.**





## JOB DESCRIPTION

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- Performs related work as assigned.

### Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent; Requires three months experience in records keeping, customer service or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

### Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

### Unavoidable Hazards (Work Environment):

None.

### Special Certifications and Licenses:

Requires GCIC certification.

### Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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