

Job Description

Public Safety Clerk

Class Title:	Public Safety Clerk	Job Code Number:	
Department:	Police/Fire	Grade Number:	
Division:	Support Services	Union:	No
Date:	City Council	Location:	Police and Fire Depts.

GENERAL PURPOSE:

Performs a variety of clerical, secretarial, and administrative work in keeping official records and providing administrative support to the police and fire command staff

SUPERVISION RECEIVED

Works under the direct supervision of the police department office manager with supplemental supervision from the command staff as needed. May report directly to the fire and police chiefs at times.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES-POLICE DEPARTMENT:

- Answers and operates telephone system, routes callers, or provides information as required.
- Handle citizen requests for police services or information in a courteous and efficient manner and properly record all pertinent information following written procedures.
- Promptly and efficiently assigns calls for service or other tasks as needed to officers for handling.
- Operates office machines as required, contacts contractors for repairs of office equipment as needed.
- Composes, types, and edits correspondence, and other material requiring judgment as to content, accuracy, and completeness.
- Transcribes audio recorded or dictated official police reports in an efficient and accurate manner, following policies set forth by the Chief of Police.
- Data entry and data processing of records into the police records management systems.
- Maintain police department filing system according to policy.
- Prepare court schedules, dockets, and prosecution requests following departmental written procedures and requests from the courts or prosecutors.
- Compile and process vehicle accident reports and determine criteria to transmit electronically to the Wisconsin Department of Transportation.
- Process electronic citations and transmit them electronically to the municipal court interface as well as the Wisconsin Department of Transportation.
- Process electronic traffic warnings issued to motorists. Monitor return of corrected equipment defect warnings and forward those not returned as corrected to the officer for citation consideration.
- Processes records requests from public, insurance companies, attorneys, other agencies, etc.
- Observe and maintain the confidentiality of department information and activities.
- Maintains work area and equipment in clean and working condition.

- Operates police radio as needed and assists in radio communications; operates base radio as required.
- Monitor the entrance of personnel into authorized only areas.
- Monitor building video security systems.
- Assist with time card and payroll process.
- Assist with the distribution of postal and intradepartmental mail.
- Prepares documents, forms or letters for mailing.
- Other administrative and/or clerical duties as directed or assigned.
- Works on special projects as assigned by the Police Chief or Lieutenant's that may arise.

ESSENTIAL DUTIES AND RESPONSIBILITIES-FIRE DEPARTMENT:

- Answers and operates telephone system, routes callers, or provides information as required.
- Handles citizen requests for fire services or information in a courteous and efficient manner and
- Composes, types, and edits correspondence, and other material requiring judgment as to content, accuracy, and completeness.
- Operates office machines as required, contacts contractors for repairs of office equipment as needed.
- Data entry into fire records management systems.
- Observe and maintain the confidentiality of department information and activities.
- Maintain fire department filing system according to policy.
- Processes records requests from public, insurance companies, attorneys, other agencies, etc.
- Coordinates fire inspection records, and reports.
- Monitor the entrance of personnel into authorized only areas.
- Coordinates fire inspection schedules, records, and reports.
- Schedules annual fire drills to be witnessed by fire department personnel.
- Oversees the operation of Image Trend software programs.
- Prepares incident information to be forwarded to city hall for billing purposes.
- Ensures that all required incident information is documented and filled out completely and correctly by fire command staff (especially in regard to payroll). Sends correct and complete reports, as required, to the Department of Homeland Security/National Fire Incident Reporting (NFIRS).
- Maintains employee training, attendance, and continuing education files
- Data entry of bills and invoices into the city system for processing and payment.
- Issue burning permits and informs the public on DNR permit requirements for burning. Reports burning complaints/violations to the Fire Chief.
- Reports controlled burns to fire department staff.
- Works on special projects as assigned by the Fire Chief that may arise.
- Processes time cards and prepares payroll.
- Works on special projects as assigned by the Fire Chief as needed.

PERIPHERAL DUTIES

- Assists in training new employees.
- Attending/participating in department specific special events.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, payroll, accounting and/or bookkeeping; and
- Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills, and Abilities:

- Working knowledge of computers and electronic data processing.
- Working knowledge of modern office practices and procedures;
- Working knowledge of the organization, functions, powers, policies, and procedures of the Columbus Police and Fire Departments.
- Knowledge of accounting principles and practices;
- Knowledge of the City of Columbus streets, locations, parks, businesses, and other important landmarks and features.
- Skill in operation of office tools, equipment and computer programs;
- Ability to perform multiple duties at one time as needed (multi-tasking).
- Ability to adapt to the changing technology and willingness to learn new skills and procedures.
- Ability to get along with all department employees
- Ability to understand and follow written and verbal instructions
- Ability to effectively meet and deal with the public;
- Ability to communicate effectively verbally and in writing;
- Ability to handle stressful situations and meet deadlines in a timely manner;
- Ability to type a minimum of 45 wpm.

PREFERRED SPECIAL REQUIREMENTS

Knowledge of Image Trend Software and/or other fire department related programs.

Knowledge of Spillman law enforcement records management software and other police department related programs, including TRACS.

Familiarity with Microsoft Office programs such as Word and Excel.

TOOLS AND EQUIPMENT USED

Multi line phone system; multi-screen desktop computer, including printer, copy machine; fax machine; documents scanner; base radio; calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; stand, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The hours of work are set by the Police and Fire Chiefs and could include week-ends, nights and some holidays. Subject to call-in for priority reports as well. It is estimated that the work load pertaining to police and fire department specific functions are 80% vs. 20% - respectively. The department specific work load may vary from day-to-day.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate, but could include short durations of louder noise levels.

Most work is performed indoors, but could include occasional periods of work in an outdoor setting.

MISCELLANEOUS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Columbus is an Equal Opportunity Employer (EOE).

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Public Safety Clerk position and I certify that I can perform these functions.

Employee Signature

Date