

# City of Lander

## Job Description



<b>Title:</b> Part-Time Records Clerk	<b>Pay:</b>	<b>\$15-22/HR</b>
<b>Department:</b> Police	<b>Effective Date:</b>	<b>3/2024</b>
<b>Division:</b> Administration	<b>NON-EXEMPT</b>	<b>Last Revised:</b> 3/2024

*In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.*

### GENERAL PURPOSE

Performs a variety of full-performance, complex clerical duties designed to expedite the administrative processes and procedures related to documenting, maintain and controlling police records, reports, case files, statistics, and information. **This position is part-time, non-benefitted and works no more than nineteen hours per week.**

### SUPERVISION RECEIVED

Works under the close to general supervision of the Police Chief.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Performs as first level contact with the public; receives and responds to telephone calls; receives and responds to walk-in public; secures and provides information; may offer interpretation or explanation for various laws, regulations, policies, ordinances and general law enforcement operations.

Performs full range of specialized police secretarial functions; operates personal computer as needed to enter and maintain accurate, comprehensive, and up-to-date reports such as incidents, complaints, offenses, arrests, outstanding warrants, criminal and non-criminal complaints, etc.; maintains property, warrant and criminal history index files; enters report narrative, and involvements (names, vehicle information, property information, etc.); maintains and updates dispositions on each case and enters changes into computer information base; maintains warrant list, assures proper additions and deletions.

Records traffic and misdemeanor citations, traffic accident reports; Updates, maintains, processes and submits uniform crime reports (UCR's) to the Wyoming Division of Criminal Investigation; locates police reports and makes copies for the officers, public, and attorneys, updates stolen property for (NCIC) National Crime Information Center; prepares and submits state REDDI report information.

Performs various records tracking activities as needed to obtain driver's license information, vehicle registration, Wyoming Criminal History (WCJIN), NCIC (Interstate Identification Index), Out-of-State vehicle registration, driver's license information, NCIC wanted persons, stolen autos, and property checks; coordinates and administers WCJIN / NCIC departmental training.

Serves as Terminal Access Officer (TAC); inputs and retrieves criminal information as needed to comply with record keeping requirements; compiles reports showing all court activity for the FBI, State Division of Criminal Investigation, State Driver License Division, and Lander City to facilitate case load analysis.

Enters juvenile and adult arrest and citation information; tracks juvenile referral records; identifies nature of crimes by established categories and classifications; monitors files to assure proper UCR reporting.

Checks and updates records monitors in-house computer; generates statistical summaries for calls and services for staff and other agencies; searches and produces insurance information.

Performs general office typing as needed to complete forms, memos, letters, schedules, applications and correspondence; maintains numeric and alphabetical files; makes copies, assists the public, responds to telephone calls and distributes calls to appropriate office or individual.

Operates police radio as needed to receive service calls from the public; dispatches officers according to established procedures; dispatches emergency calls to various organizations and emergency responders as needed or required by the department.

Performs other related duties as required.

### **CORE COMPETENCIES**

- **Adaptability:** Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- **Communication:** Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- **Cooperation:** Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- **Customer Service:** Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- **Dependability:** Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative:** Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- **Job Knowledge:** Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- **Judgment:** Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- **Planning & Organization:** Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- **Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

## MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from high school with course work in general office practices and procedures;
  - AND
  - B. One (1) year of experience as a police dispatcher, clerk or secretary performing above or related duties;
  - OR
  - C. An equivalent combination of education and experience.
2. **Working knowledge of state criminal codes and penalties associated with various offenses; police records management requirements; UCR codes; proper grammar, spelling, and punctuation; standard office practices and procedures related to records filing and office maintenance; interpersonal communication skills; modern filing systems related to alphabetical and numeric files; telephone systems; telephone etiquette; operation of a variety of types of standard office machines including computer terminal, fax machine, copy machine, microfilming equipment, etc.**

**Skill in Word Processing, typing (50 wpm).**

**Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative and legal information; develop effective working relationships with supervisors, fellow employees, and the public; communicate effectively, verbally and in writing; work under time pressures and work deadlines; work in an environment requiring continuous setting; ability to follow routine verbal or written instructions.**
3. Special Qualifications:

None.
4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

## SUPPLEMENTAL INFORMATION & PHYSICAL REQUIREMENTS

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights for any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Women, minorities, and individuals with disabilities are encouraged to apply. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, pregnancy, national origin, any disability, sexual orientation, genetic information, or other characteristics protected by law.

Employment with the City of Lander is contingent upon the ability to work in the United States, successful background screening, and pre-employment drug test.

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

Please contact Human Resources if you any questions concerning the requirements at 332-2870.

**GUIDELINES**

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position helps develop division guidelines.

**The City of Lander is an at-will employer, unless the position is otherwise categorized by law. This means that either party – the employee or the employer – may end employment at any time, with or without cause, with or without notice. All the terms, conditions and benefits of employment with the City are subject to change at any time, with or without notice, at the discretion of the City.**

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date