



# CITY OF FLORENCE, ALABAMA

Human Resources / Benefits Department

## **JOB NOTICE February 9, 2012 Public Job Posting**

**Applications for the position of SENIOR RECORDS CLERK/GENERAL CLERK II IN THE POLICE DEPARTMENT will be received in the Office of Human Resources until 5:00 p.m., FEBRUARY 22, 2012.**

**Application forms may be picked up in the Office of Human Resources, Suite 107, First Floor, City Hall, Monday through Friday from 8:00 A.M. to 5:00 P.M., through FEBRUARY 22, 2012.**

**Prior to preparing an application, all prospective applicants are requested to review the qualifications section of the attached Job Description to compare their skills to those required of the Job Holder. The applications should be prepared following instructions in the letter that is attached to the Job Description.**

***ANNUALIZED SALARY: \$27,717.20/Grade 7***

**JOB SUMMARY: THE SENIOR RECORDS CLERK/GENERAL CLERK II PERFORMS DUTIES AS OFFICE MANAGER IN THE RECORDS DIVISION OF THE POLICE DEPARTMENT AND PERFORMS ROUTINE CLERICAL FUNCTIONS. OFFICE MANAGEMENT DUTIES INCLUDE COORDINATING WORK SCHEDULES, LEAVE, WORK ASSIGNMENTS, AND PREPARING PERFORMANCE EVALUATIONS. THE EMPLOYEE IS RESPONSIBLE FOR ORDERING AND INVENTORING OFFICE SUPPLIES FOR THE ENTIRE DEPARTMENT. CLERICAL DUTIES INCLUDE FILING, PROCESSING REPORTS, CHECKING REPORTS AND OVERSEEING VALIDATIONS WITH STATE AND FEDERAL AGENCIES AS REQUIRED BY LAW, AND STATISTICAL REPORTS OF ROUTINE/SPECIAL NATURE.**

**\*\*NOTE \*\* APPLICATIONS TAKEN FOR THIS POSITION MAY BE USED FOR SIMILAR VACANCIES OCCURING WITHIN 90 DAYS.**

***\*\*\*SEE ATTACHED JOB DESCRIPTION FOR DETAILS OF REQUIRED DUTIES AND RESPONSIBILITIES; REQUIRED EXPERIENCE, TRAINING AND LICENSING; REQUIRED KNOWLEDGE, SKILLS AND ABILITIES; AND, PHYSICAL DEMANDS OF THE JOB. \*\*\****



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**Robert S. Steen**  
**Interim Human Resources Director**

The City of Florence does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. The City of Florence is and EQUAL OPPORTUNITY EMPLOYER.

**SUBJECT TO POST-OFFER, RANDOM SAMPLING, POST-ACCIDENT, REASONABLE CAUSE, AND RETURN-TO-DUTY DRUGS AND ALCOHOL TESTING AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION AND/OR THE CITY OF FLORENCE.**

# CITY OF FLORENCE

## Job Description

<b>Job Title:</b> Senior Records Clerk/General Clerk III	<b>Department:</b> Police
<b>Immediate Supervisor:</b> Captain/Support Services	<b>Section:</b> Records
<b>Classification Level:</b>	<b>Suggested Job Title:</b>

**Job Summary:** This position involves the duties of an office manager in addition to routine clerical duties performed in the Records Division of the Police Department. Office management duties include coordinating work schedules, leave, work assignments, and performance evaluations as well as being responsible for ordering and inventory of office supplies for the entire department. Clerical duties include filing, documenting case files, filing reports and validations with State and Federal agencies as required by law, and statistical reports of a routine/special nature.

### Essential Duties and Responsibilities:

1. **Office Management:**
  - a. Responsible for the day-to-day operations of the Records Division.
    - 1) Coordinates work schedules of all employees assigned to the Records Division.
    - 2) Evaluates job performance of subordinates.
    - 3) Recommends disciplinary action as necessary.
    - 4) Attends staff meetings as required.
  - b. Responsible for ordering and maintaining inventory of office supplies.
  - c. Monitors budget expenditures for office/records division.
  - d. Responsible for security of all files maintained in the Records Division; includes ensuring that sensitive files are secured and seen only by those permitted by law/departmental policy.
2. **Clerical Duties:**
  - a. Enters prior records into computer system.
  - b. Checks computer system to ensure names are in the system only once.
  - c. Prepares copies of police reports for Police Chief, Investigative Division, and others as required.
  - d. Checks jail sheet from Detention Center against previous records in manual files.
  - e. Processes fingerprint cards; sends to Alabama Bureau of Investigation.
  - f. Creates file cards with suspect/victim information.
  - g. Places proper case disposition on permanent criminal record.
  - h. Records check for governmental and employment agencies.
  - i. Records all arrests in the departmental records book.
  - j. Copies and forwards all jail sheets to correct agencies.
3. **Miscellaneous Duties:**
  - a. Answers phone and questions from the public, media, officers, and investigators.
  - b. Sends facsimiles to requesting agencies.
  - c. Delivers departmental mail to correct departments.
  - d. Provides accident and other police reports for the public or other agencies.
  - e. Issues Uniform Traffic Citation books records to officers.

# CITY OF FLORENCE

## Job Description

- f. Other duties as assigned or required.

**Supervision Required:** Due to the expertise and special knowledge required to perform the duties of the Senior Records Clerk, this employee is responsible for completing the work, meeting deadlines, and carrying out her assignment with very limited supervision. Work is reviewed only from an overall standpoint.

**Experience/Training/Licensing Required:**

1. High school graduate, or equivalent.
2. Completion of business school or secretarial course work, with emphasis on records management.
3. Previous experience of from three (3) to six (6) years in Office Administration/Records Management.
4. Working knowledge/experience with computers.

**Required Knowledge, Skills, and Abilities:**

1. Skilled in the use of office machinery and equipment (such as typewriters, computers, copiers, etc.)
2. Knowledge of general office practice and procedure.
3. Excellent communication skills and penmanship.
4. Excellent mathematical skills.
5. Ability to work with limited supervision.
6. Extensive knowledge of records management.
7. Knowledge of, or ability to learn, computer software specific for law enforcement.

**Physical Demands:**

1. Above average stress level, due to almost constant use of a keyboard, pressure to meet deadlines, dealing with the public, and interruptions from departmental personnel.
2. Ability to exercise extremely close visual and mental concentration for prolonged periods of time (computer entry).

**Equipment/Tools Used:** Typewriter, computer, copier, telephone, filing systems, facsimile machine.

Approved By: 

Date: 12/05/11