RECORDS CLERK II JOB DESCRIPTION

POSITION SUMMARY

The Records Clerk II is a civilian employee under the direct supervision Director of Support Services. Reporting to the Records Clerk II are three (3) records clerks as approved by the Village Board, consistent with the staffing needs as dictated by the workload.

This position directs, coordinates and supervises clerical staff as assigned to the police records department in the receiving, processing, maintaining and retrieving of files and records.

Daily contact with all levels of police personnel, other law enforcement agencies and the general public is typical.

As an employee of the police department, a Records Clerk II is expected to perform in a courteous, professional manner in all dealings with the general public and departmental personnel, comply with the orders, policies, procedures, rules and regulations of the department.

RESPONSIBILITIES

1. Supervise records staff including performance reviews, interviews, scheduling, and handling day to day operations.

2. Recommend disciplinary action when necessary.

3. Provide input to Command Staff for policy and/or procedure changes.

4. Demonstrate a clear understanding of the position of Records Clerk position and provide thorough and concise work on behalf of the Director of Support Services.

5. Must possess a good understanding of the functions and operations of the police department.

6. Perform clerical, data entry and word processing functions in the Records Management System and all programs used by the agency in completion of records function.

7. Review and transmit the required Federal and State fingerprint identification information.

8. Train new employees and develop/maintain current procedural guidelines for the Records Unit.

9. Perform the auditing function for new or newly assigned tasks.

10. Schedule/coordinate the work of unit members.

11. Ensure monthly statistical and administrative reports are completed.

12. Review the work of unit employees for accuracy prior to dissemination.

13. Assist with the Records Retention Schedule and Destruction preparation

14. Order office supplies as needed.

15. Prepare and submit Illinois Uniform Crime Report data into the State of Illinois electronic reporting tool.

16. Respond to all requests for records checks or copies of public records within departmental policies and the Illinois State Law.

17. Attend regular training courses upon assignment of the Chief of Police to increase skills and knowledge.

18. Perform such other tasks as required or assigned which are reasonably within the scope of responsibilities.

QUALIFICATIONS

Requires calm, well-organized, self-motivated, and an individual who can interact with the public and be an effective team leader under stressful conditions. Knowledge of office practices and department procedures with experience in customer service. Must possess accuracy in clerical and data entry skills. Must have experience with the current computer application of Microsoft Office. High school diploma or equivalent. Three (3) years of experience in a responsible clerical, customer service position.