

**CITY OF HAINES CITY  
JOB DESCRIPTION**

**DEPARTMENT: POLICE**  
**REPORTS TO: RECORDS SUPERVISOR**

**POLICE RECORDS CLERK**

**GENERAL DESCRIPTION:**

Moderately complex, specialized clerical support work centered in the records division of the Police Department. Duties include a variety of clerical tasks and/or responsible public contact work. Work is reviewed through conferences, observation of work in progress and written reports for results obtained and for adherence to established policies and procedures.

**ESSENTIAL FUNCTIONS:**

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Responds to telephone inquiries; provide general information and direct callers; act as a receptionist.

Performs data entry; enters warrants, traffic citations, incident report information, misdemeanor citations and various other related information; updates index files; sends appropriate accident reports to the State.

Reviews and processes departmental transactions; maintains files and records; prepares and generates reports.

Operates a computerized records management system and computerized payment system, provides receipts, and completes daily cash reports and deposits.

Opens, sorts, distributes, and mails correspondence.

Inventories and requisitions supplies and equipment; receives and stores materials and supplies; reviews purchase orders and receipts.

Prepares departmental correspondence, reports, records and memoranda; provides clerical support.

Performs related non-essential duties as required.

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE, ABILITIES, SKILLS:**

Ability to understand and follow oral and written instructions. Ability to establish and maintain effective working relationships with fellow employees, superiors and the general public. Ability to communicate information tactfully and impartially.

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Knowledge of office equipment such as, computer, photocopier, calculator, fax machine, typewriter, microfiche and radio. Knowledge of municipal and departmental rules, regulations, practices and procedures. Skill in the operation of modern office equipment such as a fax, copier, computer, etc.

**TRAINING AND EXPERIENCE**

High School Diploma/GED; supplemented by one (1) year of clerical experience. Must have excellent keyboard skills, be familiar with computer programs and type 40 CWPM. Applicant must pass background investigation which may include a polygraph.

**SPECIAL REQUIREMENTS:**

Must have a valid Florida Dr. License.

Revised December 2006