



Classification: Temporary Clerk (Custodian of Records) PRD

Title Code: V09752

Pay Range: Hourly

POSITION SUMMARY: This is a temporary position where the employee is responsible for accurately searching and locating requested records in computer databases and archived records. An employee in this position is closely supervised.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Searches databases and archives for requested records, as well as requests archived documents and obtains necessary documentation in accordance with division procedure.

Reviews and redacts reports, videos, and audio files, as necessary

Receives and processes mail, as well as sorts, photocopies, files, scans, and repacks records and documents.

Answers incoming calls, clarifies information from requestors, and transfers calls as appropriate.

Requests and/or searches video databases for requested in-car video and audio files in accordance with division procedure.

Assists within billing estimates for related record requests.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of modern office practices, procedures, and equipment.

Possess basic arithmetic skills.

Ability to learn assigned clerical tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of office appliances.

Ability to operate basic office machines to include the operation of a personal computer.

Ability to perform data entry.

Ability to sit in front of a PC and perform data entry for extended periods of time.

Ability to alphabetize, transport, file, and purge records/documents.

Ability to type 40 words per minute with ten (10) errors or less.

Ability to exercise judgment and discretion and make decisions in accordance with laws, policies and regulations.

Ability to proofread and edit computer entries.

Ability to multi-task and prioritize assignments.

Ability to establish and maintain records and files (both electronic and hardcopy).

Ability to work under pressure.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possession of a high school diploma or equivalent.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works a maximum eight-hour shift as directed by the division supervisor, making sure no more than 1,000 hours of work is completed in a time period of one year; however, working hours are subject to change at the discretion of the commanding authority.