

## Lake Hallie Police Job Description-Policy 103, Section 9 Part-time Clerk

**Job Title:** Police Office Clerk **Commission Approved:** 06-11-20  
**Department:** Law Enforcement  
**Reports To:** Chief of Police  
**Representation:** None  
**FLSA:** Non-Exempt

### POSITION SUMMARY

The Law Enforcement Police Office Clerk assists the Village of Lake Hallie with Law Enforcement office duties. The Police Clerk position is intended to assist the department by providing support while working within their scope of employment. The police clerk will answer telephones, helps visitors fill out police forms and answers public requests for information. Because a police clerk can be the public face of the police department, they need good interpersonal skills, including patience and the ability to listen.

The police clerk receives, edits incoming police reports including arrest, offense and crash records. Reviews, edits, files and processes accurate arrest and police records and reports. Completes requests for records through the mail, electronically and through local, state and federal computer programs. Data entry of information is common. This position takes all instructions from directives established for the Police Department through the Police Chief.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- This position is exposed to information, reports and photographs that can be sensitive, and upsetting to many people. These include being exposed to incidents of crimes against children, and adults. The police clerk needs to handle these situations professionally.
- The collecting of information and efficiently filing it for easy access is the main job of a police clerk. Due to the type of work policing is, confidentiality while conducting these duties are extremely important.

### EDUCATION

U.S Citizen; High school diploma or equivalent; and 3 to 5 years of experience is preferred. The ability to keyboard and act as a transcriber for reports is necessary.

Higher educational classes in administrative assistance, office operations or criminal justice are considered assets for a police clerk. Knowledge gained from prior office or clerical jobs is helpful for this position.

*The Village of Lake Hallie is an Equal Opportunity employer and will provide reasonable accommodations to qualified individuals with disabilities in accordance to the Americans with Disabilities Act. The Village of Lake Hallie encourages incumbents and future employees to discuss potential accommodations.*

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Employee Signature

Employee's Printed Name \_\_\_\_\_ Date: \_\_\_\_\_