



## Town of Branford Job Description: Part Time Police Records Clerk

Location / Department	33 Laurel Street / Police Department
Reports To:	Records Manager
Position Status:	Part-Time, Hourly, Non-Exempt
Weekly Hours:	Up to 19
Salary Classification:	N/A
Affiliation:	N/A

### **Position Summary/Purpose:**

Perform a variety of routine clerical, secretarial, and administrative work in support of law enforcement activities.

### **Essential Functions and Responsibilities**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Process and prepare record requests in person, by phone and/or email
- Process and file permits
- Takes and relays phone and email messages
- Inputs and retrieves data via computer
- Clerical skills including but not limited to transcription, redaction, filing and purging
- Operates copy equipment
- Knowledge of general business practices
- Other clerical duties as assigned

### **Supervision:**

*Supervision Received:* Works under close supervision of the Records Supervisor

*Supervision Given:* None

### **Minimum Required Qualifications**

#### **Education, Training and Experience:**

High school diploma or GED equivalent; and two years of general office, customer service, or records management experience, or an equivalent combination of education and experience.

### **Special Requirements**

Must possess, or be able to obtain by the time of hire, a valid State driver's license without record of suspension or revocation in any State; no felony convictions or disqualifying criminal histories within the past seven years; some knowledge of modern law enforcement principle, procedures, techniques, and equipment

### **Knowledge, Ability and Skills:**

**Knowledge:** Strong working knowledge of personal computers and information technology; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.

**Ability:** to learn the applicable laws, ordinances, and department rules and regulations; to communicate effectively orally and in writing; to establish and maintain effective working relationships with peers and supervisors; follow verbal and written instruction; to learn the Town's geography.

**Skills:** Operation of listed tools and equipment.

**Machines, Tools and Equipment Used:**

Computer, including word processing and specialized software, phone, fax machine, copy machine.

**Job Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**Physical and Mental Requirements**

<b>Work Environment</b>	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

<b>Physical Activity</b>	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing			X	
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling	X			
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Driving	X			

<b>Lifting Requirements</b>	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		

Up to 30 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)				X
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

**Vision Requirements:**

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*