JOB TITLE: Police Clerk  
REPORTS TO: Police Sgt./LT./Capt./Sr. Police Clerk.; or Records Supervisor;
PAY GRADE: 36
FLSA STATUS: Non-exempt

JOB SUMMARY
Performs all general and specialized clerical work for a unit/section/division of the Victoria Police Department.

BUDGETARY RESPONSIBILITIES
No budgetary responsibilities.

PRINCIPAL DUTIES AND RESPONSIBILITIES
1. Answers the telephone, responds to citizens’ inquiries, directs citizens to the appropriate staff person and takes messages for the department/section.
2. As applicable, maintains office supplies and inventories. Replaces supplies as necessary.
3. Types and processes departmental correspondence and various documents, manuals and reports.
4. Deals daily with sensitive, personal information.
5. Manage projects, and contribute to committee and team work.
6. Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
7. Maintains files on units' projects and activities.
8. As applicable, maintains the department's directive system by typing, distributing and storing all policies and procedures.
9. Performs duties in a safe and orderly manner, complying with all City and departmental safety rules and policies.
10. Regular attendance at work and arrives on time.
11. Performs all other job related duties as assigned or as become apparent.
12. Ability to get along with other employees and the public.

As applicable, when assigned to the Crime Prevention Unit:
1. Works with various citizen groups of the community in planning and project management for the departmental section.
2. Coordinates and completes travel arrangements for the officers of the section.
3. Assists with coordination of programs including, the Civilian Police Academy, Neighborhood Watch, Operation Identification, Residential Security Surveys, Commercial Security Surveys, Auto Burglary Theft Prevention Authority (ABTPA), VIN Etching, etc.
4. Initial contact with citizens at VPD substation located in the Victoria Mall. Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.

As applicable, when assigned to the Records Section:
1. Serves as a final Quality Control for entering police reports into the City’s Record Management System using standards set by DPS and Federal regulations. Errors are forwarded to Operations for correcting.
2. Ensures warrant confirmation accuracy.
3. Conducts background and security clearance checks for DPS, CPS, military, etc.
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4. Posts information to records, reports, cards, files, and the internet. Maintains records of documents. Reviews, enters, and scans information or reports into records management system.
5. Schedules assorted escorts and sells police reports to the public, accounting for the revenue derived from those sales.
6. Copies and distributes specific reports to cooperating agencies such as Adult and Juvenile Probation, Parole, Municipal Court, Sheriff’s Office and the City Attorney.
7. Works extensively with automated systems.
8. Distributes mail for the Police Department.
9. Collect and disburse funds from cash accounts, and keep records of collections and disbursements. Maintains accurate records for legislative funding.
10. May be required to work on weekends.

As applicable, when assigned to the Criminal Investigations Division:
1. As applicable, types and assembles Grand Jury folders, statements, confessions, letters, other correspondence and reports.
2. As applicable, transcribes tape recordings.
3. Answers the telephone, responds to citizen inquiries, directs citizens to appropriate staff person and take messages for the department. Heavy volume of communication with District Attorney's office to schedule appointments for Officers.
4. Logs cases presented to the District Attorney's office into log books & prepares monthly reports accordingly. Maintains numbers of cases presented and indicates disposition.
5. Prepares cases from investigators for distribution to the Grand Jury or to the District Attorney’s office.
6. Types search warrants, statements and confessions as well as other reports and supplemental information.
7. Posts information to records, reports, cards and files. Maintains records of documents. Reviews, enters, and scans information or reports into records management system.
8. Records departmental time worked and files records. Tabulates and compiles monthly reports.

As applicable, when assigned to the Support Services Division & Training unit:
1. Keeps track of city false alarms daily and send information to Finance each month.
2. Assist with coordinating off-duty work assignments and the off-duty schedule.
3. Orders uniforms for all licensed personnel and assist with writing bid specs.
4. Assists with getting new officers uniformed and equipped and changes out current officers as needed.
5. Assists with managing departmental inventory and maintaining accurate inventory records for each division.
6. Maintains monthly reports for each section in the support services division.
8. Assist with running licenses plate information from abandoned vehicle reports, sends out certified letter to all individuals that own the abandoned vehicles.
9. Completes and submits Sexual Assault Exam Reports to be sent off for reimbursement.
10. As applicable, assists in all areas of the department’s hiring phases including testing, assessment centers and background checks.
11. Updates lesson plans and manages training outlines.
12. Files reports and data with TCOLE.
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13. Schedules and coordinates training class rosters and training critiques.
14. Schedules training classes, training facilities including firearm range.
15. Coordinates hiring new personnel with Human Resources.
16. Assist in arranging conferences, meetings, and travel reservations for departmental personnel.

PHYSICAL AND ENVIRONMENTAL CONDITIONS
Ability to sit, stand, and move about an office or building. Employee will frequently lift and carry materials weighing up to 35 pounds. Ability to stoop, bend, kneel, squat, and climb in order to reach cabinets and to file or retrieve information. Ability to communicate verbally in person and over the telephone. Sight and motor skills to include typing and operating a computer.

REQUIRED CONTACTS
Employee has extensive professional communication with the public while representing the Victoria Police Department. Employee works with the public, outside agencies, city departments or other employees directly when acting as a receptionist, answering inquiries, process information, researching records or making referrals to the proper staff person and provides information in a courteous manner.

REQUIRED QUALIFICATIONS
Knowledge, Abilities and Skills—
Ability to manage programs, read and understands manuals, record work activities, keep records and work with computers. Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications. Skill in the operation and maintenance of a number of office machines and equipment such as computers, copiers and facsimile machines. Skill in typing and word processing. Ability to communicate courteously and effectively.

Minimum Education, Experience and Certification--
High school diploma or equivalent (GED). Minimum of one year clerical experience preferred. Proficiency testing required: Typing minimum net speed of 35 words per minute, Spelling score of at least 70% and Customer Service Mindset Survey score of at least 70%. Tests to be taken at Workforce Solutions. Valid Texas driver’s license with driving record that meets City guidelines.

UPDATED: July 2015

SIGNATURE:

Employee ___________________________________________________________________________ Date _________________

Immediate Supervisor ___________________________________________________________________ Date _________________

Department Director _________________________________________________________________ Date _________________