

Police Record Clerk Job Description

Police Records Clerk maintains the records filing system and/or database used to manage, access, and preserve electronic and paper records of criminal justice activities. Assists in providing accurate and clear information to public and other departments;

Record Clerk Duties & Responsibilities

- Provide discovery requests for various attorney's
- Provide requested reports to the Division of Child Protection and Permanency (DCP&P)
- Providing requests for Open Public Records Act (OPRA)
- Bank deposits
- Assist in billing (Requisitions/Purchase Orders)
- Provide police reports to the public, and various Law Enforcement agencies
- Provide following permits (handicap/moving/dumpster/firearm)
- Prepare documents for scanning
- Perform other clerical duties including answering telephone inquiries
- Work under the close direction of senior personnel
- Obtain, review and analyze reports for completeness
- Photocopy and fax materials according to release of information policy
- Receive and greet the public in a friendly and welcoming manner

Record Clerk Qualifications

- May require 0-1 year of general work experience.
- Ability to develop correspondence
- Good grammar and spelling skills

Desired experience for records clerk includes:

- Must have GED or HS diploma
- Must be dedicated and dependable

