

JOB DESCRIPTION

TITLE: Administrative Assistant I

SUB-TITLE: Police Records Clerk I

DIVISION/UNIT: Information Services Division, Information Management Unit, Criminal Records Section

REPORTS TO: Supervisor, Criminal Records Section

DATE: February 2017 **PAY RANGE:** 11 **FLSA:** Non-Exempt

Job Objectives: (Purpose of the position.)

To provide clerical support services by processing and maintaining records of police reports/vehiculars, stolen/recovered licenses and vehicles, repossessed and towed vehicles, etc. To provide optimal customer service and maintain excellent demeanor, punctuality and attendance.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Access reports from all available computer systems and provide copies to law enforcement personnel; delete closed record information from police reports/vehiculars and sell to citizens, attorneys, insurance companies, etc. at service counter.
2. Maintain knowledge of current local systems; i.e., MULES, NCIC AND REGIS.
3. Respond to questions and requests for information at the service counter and on the telephone.
4. Provide copies of criminal history record checks to law enforcement personnel; sell copies of criminal history record checks at service counter in compliance with closed record law.
5. Prepare walk-in reports on vehiculars, stolen vehicles, stealings, etc. when investigation at scene is not required; determine report classification.
6. Pull, view and print microfilm and microfiche reports.

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7. Prep, scan and index reports in the INTELLIVUE system.
8. Book suspects at the service counter, prepare bond receipts, and collect city and county bond monies from citizens and bondsmen.
9. Must be accessible 24 hours/7 days per week when scheduled for call-out, to meet required staffing levels. Maintain reliable and predictable attendance.
10. Provide optimal customer service with all patrons both internally and externally.
11. Monitor record retention periods and purge records as necessary.
12. Disseminate confidential information to department members and the public in accordance with Missouri Sunshine Law.
13. Perform related duties as required.
14. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent. Position requires accurate spelling, clerical, and verbal communication skills. General clerical experience is preferred. It is preferred that the incumbent possess a valid a current driver's license in the event of performing occasional mail runs.

Physical Demands: lifting/carrying/emptying up to 5 to 20 lbs. daily and 20 to 50 lbs. occasionally; crouching, standing, walking, pulling, kneeling, typing, reaching, repetitive hand motion, pushing, sitting and driving all may occur daily. The ability to hear with or without correction and the ability to distinguish color on reports is necessary.

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Job Location: (Place where work is performed.)

Position operates in a standard office environment approximately 100% of the time. When the incumbent is assisting with outside mail runs; will operate out of the office 80% of the time.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Mainframe computer terminal/printer
- Copying machine
- Telephone
- Receipt machine
- Power files
- Microfilm machine
- Fax machine
- Teletype