



# Job Vacancy

## Records Clerk 2 Police Department

### Job Description

Under general supervision provides various clerical activities related to the maintenance and processing of related criminal records and provides secretarial and clerical support of the activities of the Police Department. Performs assorted clerical duties such as filing, preparing copies, typing, answering telephones, assisting the public, etc. Reports to the Administrative Division Commander.

- Responsible for receiving, reviewing for accuracy and filing all incident and accident reports; filing cards, reports, and other records; entering data through utilization of a computer; performs related duties; ensures that processes are in accordance with Federal and State guidelines.
- Assists the public with records, such as making copies of incident and accident reports, collecting fees for copies, locating information, providing directions, etc.
- Records checks and monies received as required.
- Answers incoming correspondence, as needed.
- Conducts record research as necessary in locating and compiling information as requested.
- Interacts and communicates with various individuals and agencies, such as the general public, other police departments, police officers, military recruiters, and immediate supervisors in order to provide and exchange information.
- Handles correspondence associated with accident reports and other records.
- Answers incoming calls, performs various related duties, such as providing guidance and assistance, routing calls to appropriate personnel, department or agency, taking messages, etc.; provides information and assistance to visitors, or refers same to appropriate personnel, department, or agency.
- Types various documents, such as letters, memorandums, reports, etc. for the Chief and other Police Department staff; prepares lesson plans and training memorandums for Training Officer, as needed; types and updates policy and procedure manuals for Police Department; types case reports and statements for the Detective Division; etc., as needed.
- Maintains and copies reports for General Sessions Court, jury trials, preliminary hearings, Public Defenders, etc.
- Compiles data and information for monthly reports such as Juvenile Crime Report and Accident Report.
- Responsible for ensuring that copier machines are serviced in a timely manner.
- Operates and utilizes various types of machinery and equipment in the performance of duties, such as typewriter, computer, calculator, facsimile machine, paper shredder, postage machine, copier, etc.
- Maintains certifications and training as mandated by the Department.
- Performs other related duties as required.

### Desirable Education and Experience

Requires high school diploma or GED supplemented by one to two years of experience, which provides knowledge in computer operations and clerical skills; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Must be able to type at the required correct rate.

**Application for Position: Application for Position: Applicants interested in this job opportunity may apply online at [www.lancastercitysc.com](http://www.lancastercitysc.com) (employment tab) Position Open Until Filled. EOE.**

### Position May be Subject to the Following Background Checks

Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary Range	
205	\$14.74 - \$18.42	