

CITY OF SALINA
POSITION DESCRIPTION

GENERAL DESCRIPTION:

Under supervision; performs a wide variety of complex work and clerical duties in the storage and retrieval of department records. Varied work load may require interpretive judgement when dealing with personnel and operational records. Opportunities exist for discretion and independent action.

TYPICAL DUTIES:

- Checks and maintains variety of departmental criminal files and data to ensure accuracy prior to permanent storage in records management software; ensures data is entered accurately in accordance with state government guidelines concerning criminal activity and arrests information.
- Computes departmental statistics; prepares charts, reports, forms and other documents for departmental use; composes and types correspondence; scans and indexes police reports and related documents.
- Prepares and releases police reports and official responses to court inquiries; handles public report requests and background checks conducted from local records; performs variety of recordkeeping, records management duties, and related tasks for department.
- Screens incoming telephone calls; provides frontline customer service for general public and all offenders entering department; maintains and accounts for materials and supplies; handles office mail.
- Performs overtime as required and other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D.
- Microsoft Word and Excel experience required.
- Typing skills and other clerical functions.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Sort/file/record/input data or information. (Daily)

Review and classify data or information. (Daily)

Provide administrative support. (Occasionally)

Retrieve, disseminate, communicate data or information. (Daily)

Type accurately at or above 40 words per minute. (Daily)

ESSENTIAL JOB FUNCTIONS (CONTINUED):

Properly account for materials, supplies and funds. (Daily)

Maintain and improve knowledge of office procedures, machine operations, city operations and policies. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand.

Walking: Minimal amount required.

Stooping/Bending: Frequently.

Stand/Sit: Sit about 85 percent of the time.

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential job functions.

Color Vision: Adequate to perform essential job functions.

Hearing: Adequate to perform essential job functions.

Speech: Frequently express ideas and be understood.

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability.

Manual Dexterity: Frequently operates equipment requiring moderate ability.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside.

Cold/Heat: Controlled.

Wet/Dry: Controlled.

Noise/Vibrations: Office equipment.

Hazards: None.

Fumes/Dust/Odors: None.

Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written materials.

Ability to listen to and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to comprehend and apply computer software principles.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to work under some stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Adding machine, calculator, computer, copy machine, fax machine, scanner, telephone and typewriter.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.