

**Job Summary:**

The Police Records Clerk will perform a variety of administrative duties, promoting efficient operation and recordkeeping for the police department.

***Supervisory Responsibilities:***

- None.

***Duties/ Responsibilities:***

- Creates and maintains police records, reports, logs, case files, and other departmental documentation and materials.
- Enters and maintains data in national and local law enforcement databases.
- Distributes documents to employees and/or agencies.
- Follows court orders to seal or expunge police records.
- Creates statistical reports.
- Performs other related duties as assigned.

***Required Skills/Abilities:***

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Thorough understanding of administrative processes and the workings of a police station.
- Ability to type at least 35 words per minute.
- Proficient with Microsoft Office Suite or related software.

***Education and Experience:***

- High school diploma or equivalent required; Associate degree in a related field preferred.
- On-the-job training provided.
- Background check required.
- Must pass a Polygraph Examination.

***Physical Requirements:***

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.