

Police Clerk Tompkins County

Department: Various Agencies Throughout Tompkins County

Classification: NC for PT in Cayuga Heights only. Competitive PJC for all other locations.

Approved: 10/07/1980

Revised: 07/86; 9/88; 05/05; 09/09; 09/12

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience; **OR**
- (b) Six years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in the above A or B above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for the performance of a number of varied and unrelated clerical tasks which require the exercise of independent judgment, a general understanding of specific law, police department rules, procedures and policies, the operation of a typewriter and/or a word processor, and the operation of a two-way radio. The work involves responsibility for screening incoming requests for information either in person or by telephone and giving information or directing requests to appropriate police or other village officials. The work requires extreme emotional stability to obtain accurate information in cases involving emergencies. Most of the work is of a highly confidential nature. Work is performed under general supervision in accordance with established policies. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Receives telephone, two-way radio or personal reports requiring police or other public service;
- Makes immediate or prompt decisions concerning reports received and relays them to the proper police or other official for handling;
- Acts as a receptionist and makes necessary staff appointments;
- Receives and gives information of a technical nature in dealing with numerous law enforcement agencies and occasionally with lawyers, judges and prosecutors;
- Types, processes, indexes, sorts, records and files a variety of confidential and public files, records, and reports.
- Types materials from copy, rough draft and other detailed instructions;
- Collects fines and fees, issues receipts and maintains records in connection therewith;
- Makes file searches, handles and distributes incoming mail;
- Prepares routine correspondence in matters where policies and procedures are well defined;
- Checks written reports for clerical accuracy, cuts and proofreads stencils;
- Operates two-way radio equipment connected with police and local government operations;
- May occasionally do essential clerical work for the Village Justice or other village officials;
- Takes and transcribes dictation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of office terminology and equipment; working knowledge of business arithmetic and English;
- Ability to meet with the public in person and by telephone; ability to use and understand two-way radio procedures as applied to police, fire and other governmental operations;
- Ability to accurately type at an acceptable rate of speed on a typewriter and/or word processor;
- Ability to transcribe dictation at a satisfactory rate of speed; ability to understand and follow oral and written instructions;
- Ability to get along well with others; willingness to maintain the security required in dealing with and having access to highly confidential files and information;

- Emotional stability in times of emergency;
- Clerical aptitude;
- Mental alertness;
- Neatness;
- Accuracy;
- Tact and courtesy;
- Integrity;
- Good judgment;
- Physical condition commensurate with the demands of the position.

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