

CITY OF LUDLOW
Position Description

CLASS TITLE: Police Clerk

FLSA CLASSIFICATION: Non-exempt

SUPERVISION: This full-time position is under the close supervision of the Police Chief or designee.

CHARACTERISTICS OF THE CLASS: This position provides administrative and clerical work for the city police department. A worker in this class is responsible for receiving and processing calls and messages and performing clerical duties for the administration of the police department.

ESSENTIAL FUNCTIONS: Communicate accurately with other city employees and officers, government agencies and the general public. Ability to apply federal, state and local laws and ordinances. Ability to quickly and accurately perform general office tasks such as typing, filing and computer entry. Ability to organize and maintain administrative records. Ability to type general correspondence and other documents quickly and accurately. Ability to manage several work assignments simultaneously.

JOB DUTIES: Relays emergency and non-emergency messages to Patrol Officers, Police Sergeant, Police Lieutenant, and Police Chief. Receives and directs citizen complaints, types, copies, and handles all department correspondence, records, forms and other documents. Prepares monthly reports such as accident reports, insurance reports, and other necessary reports. Keeps office files updated and organized. Maintains an accurate record of all criminal reports, arrests, summons, warrants, and other information according to standards set by the Kentucky State Police, Department of Transportation, the Federal Bureau of Investigation, and any other agency requiring reports. The National Incident Based Support System data shall be submitted to the Kentucky State Police as required. Shall provide copies of required reports to the public and keep records for the same. Maintains confidential and sensitive information. Additional functions may be assigned by supervisors as deemed appropriate.

DESIRABLE TRAINING AND EXPERIENCE: High school diploma or general education degree (GED) required, plus any combination of education, training and experience, which provides the necessary knowledge, skills and abilities. Must have satisfactory background investigation and no criminal history.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to read, write and speak effectively, including the accurate preparation of reports. Ability to establish and maintain effective working relationships with other city employees and officers, government agencies, and the general public. Knowledge of the geography of the jurisdiction. Knowledge of federal, state, local laws and ordinances. Ability to analyze situations and act quickly and efficiently. Knowledge of basic administrative and accounting procedures. Ability to perform general office tasks such as typing, filing and computer entry. Ability to use modern office equipment, including web-based software, spreadsheet software, and word processor software. Ability to

communicate accurately with other city employees and officers, government agencies, contractors, and the general public.

PHYSICAL DEMANDS: Primary functions require sufficient physical ability and mobility to work in a standard office environment. Tasks will be performed while sitting at a desk/table or while intermittently sitting, standing, stooping, bending, reaching, crouching, or walking. Must possess the ability to lift, carry, and push or pull light to moderate objects and may use a step-stool or ladder.

WORK ENVIRONMENT: This position will be performed mostly indoors in a typical office atmosphere. Some outdoor work may be required but rare.

<p>The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as exhaustive statement of duties, requirements or responsibilities.</p>
--