

RECORDS CLERK
Records Unit
Police Department

MAJOR FUNCTION: Performs responsible support and administrative functions for the Records unit of the Police Department. Work is performed under the supervision of the Records Clerk II.

ESSENTIAL DUTIES: Assists with the daily operations of the Records Unit of the Police Department, which includes processing and filing incident and crash reports, daily contacts with City employees, members of the media, various federal, state and local agency officials and a great deal of contact with the general public; as well as providing across the counter and telephone information to the public to initiate service requests, answer inquiries, and resolve complaints and problems.

Performs various routine and complex clerical, secretarial and administrative duties, including answering telephones, composing and preparing reports (i.e., weekly arrests, citations), transcription of records, data entry (i.e., criminal histories, traffic citations, accident reports, patrol activity logs, worthless check affidavits and Uniform Crime Reporting) and compiling information through research of legal, fiscal or other specialized documents and records. Responsible for maintaining the department's official records.

Exercises initiative, independent judgment and discretion. Performs other non-essential duties as required.

KNOWLEDGE: Knowledge of modern office practices, procedures and equipment (e.g., telephone, computer, copier, fax machine and other related equipment). Must have knowledge in establishing and maintaining department files and records. Ability to receive cash and make change with accuracy and speed. Ability to communicate clearly and concisely (i.e., verbally and in writing). Ability to establish and maintain effective working relationships with City employees, other federal, state and local governmental representatives, the media and the general public is essential.

EDUCATION: Graduation from High School or G.E.D.

EXPERIENCE: Prefer successful candidate to maintain at least three (3) years experience in responsible clerical, secretarial and administrative work. An equivalent combination of education and experience will be considered. Must have a valid Florida Drivers License.

<u>JOB LOCATION:</u>	Auburndale Police Department, 2 Bobby Green Plaza
<u>WORK SCHEDULE:</u>	Monday - Friday, 8:00 a.m. - 5:00 p.m.
<u>HIRING RATE:</u>	\$31,261 annually, DOQ/E
<u>CLOSING DATE:</u>	Friday, September 6 th at 12:00 p.m.

Persons interested in this position should complete a Police Employment Application and submit it to the Auburndale Police Department at 2 Bobby Green Plaza. Applications can also be downloaded online at www.auburndalefl.com. The successful applicant will be required to pass a pre-employment physical and drug screening.

*The City of Auburndale is a
Drug-Free Workplace and an Equal Employment Opportunity Employer*