

PUBLIC SAFETY RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class performs a wide variety of clerical functions within the Records Unit of the Department of Public Safety. Work involves processing detailed records and reports relating to Police activity in the field; ensuring the completeness of reports and interfacing with County Police Officers to gather pertinent information to complete same; entering, retrieving and researching offender information in the National Crime Information Center (NCIC), LENS and IMPACT, and frequently interfacing with the other divisions within the department, the public, local and state agencies, attorneys and the court to disseminate information, research information, and in scheduling court appearances for Police Officers. A high degree of initiative and independent action is required to ensure the timely and accurate processing of workflow. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Process records and reports relating to incidents, accidents, summonses and impounded vehicles by using IMPACT, LENS and NCIC to enter and retrieve information;

Uses specialized databases to research offender information such as outstanding warrants and Department of Motor Vehicle records; completes reports and provides information to Police as necessary and may release impounded vehicles in accordance with department and DMV regulations;

Refers to departmentally assigned codes, New York State Vehicle and Traffic law and penal laws in entering information to IMPACT, LENS and NCIC as well as assisting Police Officers in the completion of reports;

Maintains contact with County Police Officers as well as other sworn personnel to assist in the completion of reports and to gather further information relating to offender information as appropriate;

Disseminates information to the public by explaining procedures with regard to accidents, incidents, summonses, impounded vehicles and court dates;

Establishes and maintains contact with local municipal courts to schedule and coordinate court dates in which Police Officers are subpoenaed to appear;

Processes requests from various agencies for previous record and warrant checks;

May collect and process relevant fees;

May accept civil subpoenas and perform necessary related clerical support functions;

May seal court records;

May maintain bail accounts, perform bank reconciliations, and prepare checks for the courts, as needed;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

May maintain a small inventory of supplies;

Uses automated systems or other computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of alphabetical, numerical, subject and other filing systems and their operation; good knowledge of office procedures, equipment and business English; familiarity with modern office practices including the use of labor saving devices and automated equipment in office work; skill in entering, verifying and retrieving data using a standard alphanumeric keyboard on automated systems; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to understand and carry out complex oral and written instructions; ability to read and comprehend legal terminology; ability to obtain cooperation of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; reliability; clerical aptitude; initiative; resourcefulness; accuracy; good memory; tact; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma or equivalency and three years of clerical experience, one year of which included the use of automated systems and involved the processing, examination or evaluation of completed forms.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to two years of the above stated general clerical experience. There is no substitution for one year of the specialized experience.

NOTE: Unless otherwise indicated, only experience gained after attaining the minimum education level as indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.