



Position Description

Job Title	Police Records Assistant
Department	Police
Employment Status	Full Time
Exempt/Non Exempt Status	Non-exempt

Scope of Work

This is responsible and specialized clerical work receiving the public at the Police Station's service desk and in the ongoing maintenance of police records and the LEADS/NCIC computer system for the Village of Roselle's Police Department. Responsibilities include meeting the public and referring people with problems or concerns to the correct Police Department Official (or for handling their situation if it deals with records) and for assuring the clerical work that supports the Police records maintenance function is accomplished on a timely and consistent basis; also maintains proper production and maintenance of all arrest records and violators' files, paperwork and files pertaining to pending court cases and computer generated LEADS/NCIC inquiries. This employee also performs limited secretarial functions to support the Department's command or investigative staff.

Supervision

Received	Police Services Manager
Exercised	None

Essential Job Functions

- From handwritten copy or taped recording, prepares and/or types routine police reports such as recorded statements, more involved accident reports, complaints and offense logs on a daily basis.
- Enters traffic and parking tickets into the data system, annotating issuing officer's name and assuring all tickets are accounted for.
- Processes warrants (slips, cards and bench warrants) issued by the Cook and DuPage County Courts and maintains active and inactive warrant files.
- Processes requests for expungement of criminal records.
- Maintains files on fingerprint cards.
- Notifies DuPage and Cook County Sheriff's Office and Investigative Divisions of all felony or fugitive warrants issued.

- Prepares listings of individuals arrested for Prisoner Lock-up files and completes prisoner lock-up reports for adults and juveniles.
- Processes arrest and fingerprint cards.
- Completes "Skip lists" on moving ticket violators and bond violators; returns suspended operator's licenses to the State; and maintains files on case dispositions, processing copies to the appropriate agencies, and using the information for compiling the monthly activities report.
- Serves as desk receptionist and answers citizens' inquiries.
- Makes copies of police records as requested by other police departments, the courts or other government agencies.
- Performs a variety of tasks related to the maintenance/preparation of either court or adjudication records, hearings and documents, and prisoner checks.
- Meets public and answers inquiries.
- Performs administrative tow processing for the release of vehicles.
- Performs arrestee safety checks.
- Records, and prepares for safe keeping, lost and found items and records of impounded vehicles.
- Compiles necessary records to support cases that are being prepared to go into court.
- Classifies all Uniform Crime Reporting (UCR) entries of stolen property and makes appropriate entries; interacts with clerical employees in the County Prosecutor's Office in Cook and DuPage Counties on routine clerical process or procedure.
- Receives telephone subpoena requests from the Criminal Court and types up pertinent information (e.g., arresting officer, defendant, charge, court date & time, etc.).
- Removes listings of individuals arrested from active wanted files and periodically backs-up and clears-out computer data files.
- Keeps records of employee schedules and work production statistics.
- May open and distribute mail.
- Orders supplies as needed.
- Receives routine telephone calls from the public such as requests for copies of accident reports and other miscellaneous calls that do not come in through the Dispatch Center.
- Compiles information that is used in monthly UCR reports to the Federal Bureau of Investigation, accident data summaries for the Illinois Department of Transportation, and reports on police activities for the Chief to provide to the Village Administrator.
- Periodically backs up and clears out computer data files and maintains office filing systems for correspondence, reports and technical information.
- Searches files to obtain material as requested by supervisors.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school, including some courses in typing, office management, data entry and retrieval, and business procedures, including or supplemented by less than one year of clerical experience involving significant public contact; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none">• The operation and care of a typewriter, computer terminal and related office equipment used by the Village.• Police records maintenance procedures and of routine court procedures.• The operation of office equipment.• Police files security procedures and of which records can or cannot be released (under the Freedom of Information Act statutes).
Ability to	<ul style="list-style-type: none">• Deal with emotional, uncooperative, uncommunicative, frightened or hostile members of the general public.• Understand and follow oral and written instructions and to speak and answer questions in a clear, concise and polite manner.• Read involved police reports and to write up proper reports from verbal instructions.• Perform basic mathematics.• Establish and maintain complex and confidential filing systems.• Transcribe dictation from dictation equipment.• Work with minimal supervision.• Handle multiple tasks and prioritize responses in stressful situations.
Skill in	<ul style="list-style-type: none">• Operating a computer, typewriter, copying machine and fax machine.• Operating the State Police Law Enforcement Automated Data System and NCIC computer to conduct records checks on the criminal histories on individuals and to verify and record pertinent information.

Necessary Special Requirements

- Must take and pass a work related background investigation and/or polygraph test.
- Must not have been convicted of a felony or misdemeanor involving "moral turpitude" (as defined by State law) or if a former member of any service, must have been honorably discharged from any branch of the U.S. armed forces.
- Within the first year of employment, must become a State Certified LEADS operator and become a NCIC Certified Operator.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with

hands and arms.

- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.