



Job Title: Transcriptionist
Reports To: Office Supervisor
FLSA Status: Non-Exempt
Job Grade: 29
Department: Police
Approved by: Chief of Police
Date Prepared: March 24, 2014

SUMMARY

Under limited supervision, transcribes police records, traffic and criminal reports and other legal documents. Work responsibilities extend to arranging court appearances and serving in the absence of the Clerk of Court.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Transcribes all Police Department reports dictated by officers.
- Reviews reports to ensure compliance with Department guidelines, policies and procedures; ensures all entries are according to BCI standards.
- Reviews officer's mobile report; merges information into records; reviews for final submittal.
- Maintains the filing system for orderly retention as required by state and federal reporting requirements.
- Disseminates traffic reports, criminal reports and Department records to staff, Municipal Court, County State Attorney's Office, County Juvenile Court and other related agencies.
- Arranges for court appearances in the absence of the Clerk of Court.
- Provides front counter assistance as needed.
- Determines what information can be released; disseminates uniform crime reports, motor vehicle reports and Police Department record information to insurance companies and general public upon request in accordance with State and Federal Law and Department Policy.
- Data enters offenders into the national MOCIC data base.
- Performs background checks for individuals for military checks and records requests in the absence of the Records Clerk.
- Notifies school officials of drug and alcohol offenses via letter.
- Disperses evidence requests to investigations, dismissals and follow-ups.
- Represents the Department at various meetings or events.
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Associate Degree AND two years of experience in staff support, preferably within a law enforcement or court work environment, or an equivalent combination of education and experience.

Knowledge of:

- City organization, operations, policies and procedures.
- Transcription methods and procedures.
- Records management and destruction.
- Open records laws and State Century Codes.
- Law enforcement operations and procedures.
- Court system.
- Legal terminology.
- Modern office principles and practices.

Skill in:

- Using initiative, discretion and judgment within established procedural guidelines.
- Defining problems, establishing facts and drawing valid conclusions.
- Performing effectively under stressful conditions.
- Communicating effectively, both orally and in writing.
- Performing mathematical calculations.
- Maintaining strict confidentiality.
- Accurately preparing correspondence, reports and statistical information.
- Establishing and maintaining various records and filing systems.
- Establishing and maintaining effective working relationships with peers, superiors, other City departments, external government agencies, schools and the general public.
- Customer service.
- Teamwork.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Operating a personal computer utilizing standard and specialized software.

LICENSE AND CERTIFICATION REQUIREMENTS

Notary preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 50 pounds.

Important Notices: This job description is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the City of West Fargo. The employee is required to sign this document in the space provided below, acknowledging receipt and comprehension of this job description.

Employee's Name (please print)

Employee's Signature

Date