



Job Title: Police Clerk
Reports To: Senior Police Clerk
FLSA Status: Non-Exempt
Job Grade: 29
Department: Police
Approved by: Chief of Police
Date Prepared: July 1, 2013
Date Revised: May 28, 2014

SUMMARY

Under limited supervision, performs a variety of staff support activities in support of the City's Police Department.

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:*

- Welcomes customers and/or visitors; determines the nature of their visit; provides information or directs visitors to the appropriate staff member for assistance.
- Processes fingerprints for employment, concealed weapons permits, violent and sexual offenders, criminal arrest and background checks.
- Process warrants from the West Fargo Municipal Court; maintains warrant record files.
- Process parking tickets; maintains parking ticket record files.
- Performs data entry.
- Processes impound notifications; prepares associated correspondence; maintains impound record files.
- Processes protection orders; maintains protection order record files.
- Collects and receipts a variety of payments; posts payments to appropriate accounts; prepares deposits; accepts court payments and fines in the absence of the Clerk of Court.
- Serves as the Terminal Security Officer; performs the monthly validation of records entered into the NCIC records system.
- Performs CodeRed data base maintenance and activation.
- Registers violent and sexual offenders in accordance with applicable state and federal laws; completes required documents, maintains files and notifies department staff and the State BCI with registration updates; maintains electronic records.
- Performs EAS On-call and Activation.
- Performs child safety seat installation; provides education to care givers regarding child safety seats.
- Monitors building alarms, secure entry, and cameras.
- Receives, sorts, and routes mail; maintains publications.
- Documents squad car mileage, fuel consumption, and maintenance; advises and schedules maintenance as needed.
- Processes various applications and licenses.

- Maintains and utilizes the department web site.
- Takes and relays messages for staff.
- Maintains appointment calendars or similar records.
- Responds to requests for information on City regulations, procedures, systems and precedents.
- Performs research regarding inquiries from department staff or other originators.
- Prepares official correspondence and legal documents using appropriate format; photocopies and collates documents as necessary.
- Releases and disseminates reports and records to various government agencies or private entities as required or requested.
- May serve as the backup to the Senior Police Clerk.
- Notarizes affidavits for officers and other documents.
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High school diploma or equivalent 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. Associate Degree preferred. Minimum keyboarding rate of 45 words per minute.

Knowledge of:

- City organization, operations, policies and procedures.
- Law enforcement operations and procedures.
- State Open Records Laws and State Century Codes.
- Criminal Justice Information System.
- Court system.
- Legal terminology.
- City and surrounding area geography.
- Operation of communication and emergency service equipment.
- Basic bookkeeping and accounting principles and practices.
- Modern office principles and practices.
- Principles and practices of project management.

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, contractors, vendors, suppliers 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

NCIC Terminal Operator certification.
Notary public 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 25 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