

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** Police Records Clerk

**TITLE #:** 1478

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves administrative clerical support within in Police Department. Duties performed are of routine difficulty and include report preparation as well as coding, classification and maintenance of various criminal and confidential records. Work is carried out in accordance with established policies and procedures with some leeway in independent judgment in performance of duties necessary for the effective operation of a Police Department. Work is performed under the direct supervision of a ranking officer and may involve the general supervision of subordinate personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Prepares reports on operations and administrative functions;

Maintains liaison with federal, state and county offices, other law enforcement agencies, and attorneys for the purpose of obtaining or furnishing information;

Receives, classifies, codes and files complaint cards and various police reports;

Completes requests for information on various reports and correspondence from outside agencies;

Files, updates and maintains criminal records, arrest records, traffic and incident reports;

Uses word processing software or typewriter to prepare letters, memos, reports and other correspondence for the Police Lieutenant and/or Police Chief;

Maintains correspondence and operating files for the Police Lieutenant and/or Police Chief;

Completes and maintains ID files, which include fingerprints and photos;

Collects and compiles statistical data for various reports as requested;

Operates office equipment such as keyboards, calculators, copy machines, computers and peripheral equipment;

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

May handle, catalogue and store evidence;

May be required to operate radio communication system.

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**REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office practices, procedures and equipment; ability to readily acquire familiarity with laws, regulations, policies, practices, functions and personnel of the unit; resourcefulness in handling routine administrative problems; ability to code and classify reports and other data; skill in keyboarding; ability to create simple statistical reports; good judgment and a sensitivity to the confidentiality of the work; ability to follow detailed oral and written instructions; initiative, tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Completion of sixty college (60) credits from a regionally accredited college of university or one accredited by the New York State Board of Regents to grant degrees; OR
- (B) Graduation of high school or possession of a high school equivalency diploma and two (2) years of office clerical experience.

**NOTE:** Keyboarding proficiency will be evaluated during the probationary period.

**JURISDICTIONAL CLASSIFICATION:** Competitive