



VACANCY ANNOUNCEMENT

Job Title: Administrative Clerk – Police Records Division
Open Date: June 3, 2024
Closing Date: Open until filled
Salary: \$ 33,922.26 - \$ 35,579.99 annually (DOE)
Full-time with benefits
Department: Police Department (Public Safety Center)

JOB SUMMARY

Under general supervision, the Administrative Clerk will assist in providing responsible administrative support to the daily operations of the department by performing a wide variety of clerical and secretarial duties, including typing, filing, and distributing documents and responding to requests for information from staff and the public.

Duties include but are not limited to:

- Take walk-in reports for the Police Department.
- Perform a wide variety of general clerical/secretarial work and operate a variety of office equipment including telephones, copy machines, and fax machines.
- Operate a computer utilizing various software packages to record, edit, revise, store, and print correspondence, statistical data, periodic reports, and databases; may compose final copy from dictation equipment, handwritten material including police reports.
- Answer a main telephone line to respond to questions and complaints and assist the general public; greet, screen, and announce visitors; provide information on departmental policies and procedures as required.

Education: High school diploma or GED.

Experience: One year of clerical experience is required, with an additional one to three years of customer service experience preferred, preferably within a municipal or government environment.

NOTE: Possession of or ability to obtain a valid Oklahoma driver's license may be required.

ALL APPLICANTS MUST COMPLETE THE APPLICATION FOUND AT:

<https://www.cityofmoore.com/departments/jobs>

For additional information regarding this position including duties, knowledge, skills, and abilities, please visit <https://www.cityofmoore.com/departments/jobs>.

City of Moore is an Equal Opportunity Employer

CITY OF MOORE

Job Description

Administrative Clerk - Police Records Division

Job Code: 7149
Exempt: No
Department: Police Records Division
Reports To: Division Commander
Location: Police Administration Office – Public Safety Office
Date Prepared: January 13, 2016
Date Revised: February 17, 2016

GENERAL DESCRIPTION OF POSITION

To assist in providing responsible administrative support to the daily operations of assigned department and management personnel; to perform a wide variety of clerical, secretarial, and word processing duties; to type, file, and distribute a variety of documents; to respond to requests for information from supervisory staff or the general public

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answer the telephone, respond to questions and complaints, and assist the general public; screen visitors and telephone calls; greet and announce visitors as necessary; provide information on departmental and city policies and procedures as required; transfer inquiries to the appropriate individual or department as necessary. This duty is performed daily, about 30% of the time.
2. Maintain records and prepare reports concerning new or ongoing program effectiveness. This duty is performed daily, about 10% of the time.
3. Perform a wide variety of general secretarial work including typing forms, memoranda and letters; maintaining accurate and detailed files and records; verifying accuracy of information and researching discrepancies; and record and file information. This duty is performed daily, about 10% of the time.
4. Operate a variety of office equipment including telephones, computers, copy machines and facsimile machines; input and retrieve data and text. This duty is performed daily, about 10% of the time.
5. Receive, sort, distribute and date incoming and outgoing correspondence. This duty is performed daily, about 10% of the time.
6. As assigned, operate a computer utilizing various software packages and printers; record, edit, revise, store, and print correspondence, statistical data, periodic reports, databases; compose a final copy form dictation equipment, handwritten material, typed, copy or diskettes. This duty is performed daily, about 20% of the time.

7. Take walk-in reports at the Police Department; refer all problem cases in which a citizen needs assistance from other agencies. This duty is performed daily, about 10% of the time.
8. Good attendance is required. This duty is performed daily.
9. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
10. Confidentiality is required upon specific notification to the employee. This duty is performed daily.
11. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

SUPERVISORY RESPONSIBILITIES

No supervision.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; frequently required to reach with hands and arms; and occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Knowledge of:

- Operations, services, and activities of assigned department
- Principles and procedures of record keeping
- English usage, spelling, grammar and punctuation
- Basic principles and practices of mathematics and accounting
- Modern office procedures, methods, and computer equipment

- Principles of business letter writing and report preparation
- Pertinent federal, state and local laws, codes and regulations
- Principles and procedures of filing and inventory control
- Principles and procedures of maintaining schedules and calendars

Ability to:

- Perform clerical work including maintenance of appropriate records and compiling information for reports
- Interpret and apply departmental policies and procedures
- Operate a variety of office equipment including telephone, computer, copy machine, typewriter, or other equipment related to duties
- Understand the organization and operations of the City and of outside agencies as necessary to assume assigned responsibilities
- Operate a computer and perform word processing and spreadsheets applications
- Work independently in the absence of supervision
- Prepare a variety of documents and correspondence
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contracted in the course of work
- Follow all safety rules and regulations of the department to which assigned
- Type or word process at a speed necessary for successful job performance
- Interpret and explain department policies and procedures
- Identify and respond to issues, concerns, and needs
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

Experience and Training Guidelines

Experience: One year of clerical experience is required, with an additional one to three years of customer service experience preferred and preferably within a municipal or government environment.

Education: High school diploma or GED.

License or Certificate: Possession of or ability to obtain, a valid Oklahoma driver's license may be required

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; working closely with others

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time; manual dexterity required. Must be able to perform attached essential job functions.

Task Description

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to 10 pounds.

Employee must sit at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time.

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperature.

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to 10 pounds.