



## Job Description

Police Clerk

Pay Grade: 04

---

**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Experience Required:** One (1) years' experience in an office setting.

**Minimum Education Requirements:** High School Diploma or G.E.D.

**Direct Supervisor:** Police Administrative Assistant or designee

**Supervisory Responsibility:** No

**Primary Work Location:** Office setting.

**Certification:** Valid State of Missouri driver's license; Obtains and maintains state certification as a MULES terminal operator as required by departmental assignment.

---

**Job Summary:** Performs a variety of clerical activities in support of the functions of the Police Department for the City. Maintains evidence/property room. Produces crime statistics and data for analysis.

---

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Performs a wide variety of clerical functions, including screening visitors and taking non-emergency telephone calls, composing and typing correspondence, reports and memos, and entering warrants directed from the courts.
- Greets visitors and provides information on City departmental functions; fingerprint citizens and enter fees from fingerprints and animal fees.
- Assist officers and staff with various administrative tasks, such as preparing reports, managing correspondence, and responding to inquiries.
- Organize and maintain physical and electronic files, ensuring records are easily accessible and in compliance with department policies.
- Safely handle and store evidence, maintaining a secure chain of custody and following established protocols.
- Distribute information to officers, departments, and external agencies as necessary.
- Responds to the community's questions and complaints through telephone and/or in person inquiries including dispensing information and routing citizens to proper agency or division requiring thorough knowledge of federal, state, and local laws and departmental rules and procedures.
- Ensure all activities and record-keeping adhere to relevant laws, regulations, and departmental policies.
- Maintain and update departmental records, databases, and files, including incident reports, evidence logs, and personnel records.
- Accurately input and retrieve information from computer systems, ensuring data integrity and security.
- Coordinate appointments, meetings, and court for department personnel. Testify in court as required.
- Work closely with other department employees to support overall operations and maintain a harmonious work environment.



## Job Description

### Police Clerk

Pay Grade: 04

- 
- Attends departmental or outside agency training to maintain appropriate certification as required.
  - Perform other tasks and duties assigned.

#### **Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment**

An employee in this class must have the following qualifications, knowledge, skills, and abilities upon application:

##### **Qualifications**

- High school diploma or equivalent
- Proficiency in data entry, record keeping, and use of office software (e.g., Microsoft Office Suite).
- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities.
- Pass a background check.
- No felony convictions.
- May not have used an illegal controlled substance within the last three years.
- No conviction for domestic assault.
- No DWI, DUI, or BAC conviction within the past three years.
- Tattoos are allowed except on the hands, face and neck. Any visible tattoo deemed objectionable by the Chief of Police must be covered.

##### **Knowledge**

- General office practices and procedures.
- Knowledge of law enforcement procedures and terminology is advantageous but not required.
- Police Department office practices.

##### **Skills**

- Following oral and written instructions, policies, and procedures.
- Establishing and maintaining effective working relationships with other staff, elected officials, and members of the public.

##### **Abilities**

- Must be able to pass a thorough background check and Personal History Questionnaire (PHQ).
- Ability to maintain confidentiality and handle sensitive information.
- Climbing, squatting, kneeling, bending, reaching both ground level and overhead.
- Lift, carry, push or pull up to 50 pounds, lifting items above head.
- Stooping, and sitting for prolonged periods of time.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.



**Job Description**  
**Police Clerk**  
Pay Grade: 04

---

---

**Signatures / Date**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

---

---

---

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date

---

Human Resources

---

Date