

**CITY OF WAUPUN
POSITION DESCRIPTION**

JOB TITLE	Records Clerk/Support Staff (part-time)
REPORTS TO	Police Chief
DEPARTMENT	Police
TYPE	Non -Represented
FLSA (overtime status)	Non-Exempt
COUNCIL APPROVED	

Definitions and Nature

The Records Clerk/Support Staff is a highly confidential and responsible position within the Police Department. The position is civilian and is representative of the City of Waupun. It is governed by legal and moral standards of the highest nature and since it is a confidential position, all knowledge and information concerning police matters must be kept in strictest confidence. The position is one of dedication to public service, submerging personal interests for the common good.

General Duties and Responsibilities

The Records Clerk/Support Staff is responsible for the maintenance of records generated by the Waupun Police Department. This position is responsible for receiving incoming calls and incoming public, answering those calls, and directing them to the proper personnel or place.

Essential Job Functions

The Records Clerk/Support Staff is responsible for the following essential job functions;

- Data entry of department records.
- Provide customer service for walk in, phone, and email clients.
- Maintain and manage department records.
- Providing proper data entry and maintenance training to others.
- Maintain office equipment and supplies.
- Demonstrate and promote cooperative working relationships with department personnel and other agencies and their personnel.

Qualifications

Essential knowledge, skills, and abilities

- The ability to gain thorough knowledge of all department rules, policies, and procedures.
- The ability to gain a general knowledge of the State Statutes and city Ordinances and workings of the court system.

- The ability to gain a thorough knowledge of all records clerk/support staff equipment used within the department.
- Ability to establish a rapport with the public and be able to elicit information from the public.
- Ability to keep complete, legible and correct information as well as completing reports in a timely fashion.
- Ability to work cooperatively with fellow employees, other police agencies and the public.
- Thorough knowledge of record keeping and office skills.
- The ability to work independently.
- The ability to give direction to others.
- The ability to work closely with all employees.

Physical Demands

The physical demands 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.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, reach with hands and arms, talk and hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

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

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate.