

## TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see below for a detailed job description.)

### POLICE DEPARTMENT RECORDS CLERK II

The Town of Rocky Hill is seeking qualified applicants for a Records Clerk II position with the Police Department in a highly confidential setting. Experience in working in fast-paced work environments, consistently producing quality work products utilizing best practices, and some level of proficiency relative to the National Incident Based Reporting System (NIBRS) and NEXGEN leas software preferred. Applicants must demonstrate proficiency and prior experience with records management and records retention systems, as well as knowledge of the Freedom of Information Act and managing responses to the same on behalf of government agencies. For a detailed job description and list of essential functions, please see pages 2 and 3 below.

Additionally, successful incumbents have demonstrated the following qualifications:

1. Proven ability to work with confidential files and delicate personnel matters;
2. Proven record of excellent customer service skills;
3. Ability to work within the law enforcement setting and understand the risks associated with its environment;
4. Ability to multi task, handling telephones, computers, public service window and complaints forwarded from communications;
5. Maintain a professional appearance and demeanor at all times;
6. Ability to work with uniformed personnel and be able to interact with officers regarding relevant information technology; and
7. Ability to coordinate with the court system, corrections and probation.

This position is part of the AFSCME Union Local 1303-112. Salary (effective: July 1, 2017: \$49,791) and hours will be in accordance with the Union contract which can be viewed online at: [http://www.rockyhillct.gov/departments/human\\_resources/collective\\_bargaining\\_units.php](http://www.rockyhillct.gov/departments/human_resources/collective_bargaining_units.php).

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which clearly demonstrates how the applicant meets the qualifications; and 3) A completed application. All application materials must be submitted via electronic mail Attention: Camille Gilbert (hrdept@rockyhillct.gov) no later than 4:30 p.m. on Wednesday, March 14, 2018.

**Incomplete applications will not be considered.**

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

**Town of Rocky Hill  
Job Description**

**POSITION:** POLICE RECORDS CLERK II  
**DEPARTMENT:** POLICE  
**REPORTS TO:** GENERAL SUPERVISION RECEIVED FROM POLICE  
ADMINISTRATION  
**SUPERVISES:** NONE  
**BARGAINING UNIT:** AFSCME

**General Statement of Duties:**

Performs general clerical work of some variety in organizing and maintain police record-keeping and cross-filing systems, including sensitive and confidential materials; enters information in the functional areas of criminal, motor vehicle accident, and administrative records; and receives, processes and records department revenues.

**Examples of Duties:**

1. Receives oral or written instructions from supervisor.
2. Plans work according to established office or standard procedure.
3. Establishes task priorities within work assignment.
4. Receives information on arrests, accidents and investigations.
5. Classifies and processes information.
6. Enters data via computer into criminal history files or other files from incident reports and related information.
7. Retrieves and organizes information from criminal history file for transmittal to court or other law enforcement agencies.
8. Provides copies of police reports to authorized persons, including attorneys, insurance representatives, and members of the public, pursuant to State Statutes and established procedures.
9. Provides criminal history information to law enforcement agencies and members of the public, in conformance with State Statutes and established procedures.
10. Operates standard office equipment.
11. Provides information and referral services to public regarding department, unit programs and procedures.
12. Compiles and types statistical information for reports, including criminal activity reports, specific incident activity reports and various department activity reports.
13. Types routine correspondence.
14. Provides typing and clerical assistance to Police Officers as available.
15. Performs related tasks as required.
16. May assist department secretary.
17. Receives, records and processes department revenues, including alarm fees and other income.
18. Files materials such as correspondence, reports and technical documents.

**Minimum Qualifications, Knowledge, Skill & Ability:**

1. The skills and knowledge required would generally be acquired with a high school education and two (2) years' experience in general office work.
2. Good knowledge of basic office procedures, including filing, scheduling, posting and basic recordkeeping.
3. Some ability to follow written and oral instructions.
4. Good ability to acquire a working knowledge of laws, regulations and procedures pertaining to mission of assigned department.
5. Some ability to type accurately.
6. Good ability to acquire skill to operate data and word processing equipment.
7. Some ability to maintain accurate files and records.
8. Some ability to perform mathematical computations.
9. Some ability to deal cooperatively with others.
10. Some ability to process confidential information with responsibility.
11. Prior police records experience desirable.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.