



HAINES CITY

POSITION ANNOUNCEMENT

POSITION TITLE: Records Clerk

DATE OPENED: 10/19/2016

DEPARTMENT/DIVISION: Police/Records

HIRING RANGE: \$11.00 to \$16.50 (DOQ)

POSITION FUNCTION: The Records Clerk is a civilian position under the direction of the Records Supervisor who assists in providing moderately complex, operational and specialized clerical support duties within the Records Unit. Duties include a variety of clerical tasks and responsible customer service contacts necessary to achieve/provide exemplary services through efficient and effective implementation of all records related services/functions within the Records Unit.

ESSENTIAL DUTIES:

1. Responsible for the daily administrative operations necessary to achieve and maintain compliance with State law and established industry standards, to ensure efficient and effective implementation of records retention/distribution standards of best practice.
2. Responsible for administrative support duties relating to the Unit. Duties include receiving, processing, and filing information/data/officer's reports/records/traffic citations/affidavits; separating juvenile and adult records; computerized data entry/retrieval; maintaining files; and maintaining records for FCIC, NCIC, and DAVID. Processes crash report records. Receives/disseminates DCF reports. Processes worthless checks. Operates computerized records management system, and performs records searches. Facilitates Uniform Crime Reporting requirements. Compiles statistics. Ensures records retention/destruction is conducted as per State mandates. Prepares forms/correspondence/reports timely. Transmits case files to the State Attorney.
3. Responsible for exceptional customer service. Duties include providing general information and referral information in person and through telephone inquiries to internal and external customers. Prepares public records requests and redacts sensitive information as per Florida State Statute Chapter 119. Generates computer print-outs and photocopies. Provides fingerprinting services. Maintains confidential information.
4. Responsible for maintaining petit cash fund/customer receipts. Performs bookkeeping duties. Operates computerized payment system. Prepares timely documentation.
5. Responsible for clerical support duties to include: receiving, logging, and disseminating subpoenas for Department members; preparing/mailling correspondence; and maintaining appropriate inventory of supplies and equipment.
6. Responsible for ensuring timely registration and documentation of training for Department personnel. Duties include but are not limited to, facilitating travel arrangements, completing course registration arrangements, and the input/maintenance of member training records.
7. Performs additional duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES: Required knowledge is normally obtained through the completion of a High School Diploma or GED. Victim/Witness Advocate certification preferred. NCIC/FCIC certification required or obtained within six (6) months of employment date. One (1) year of clerical experience preferred. Demonstrated proficiency of keyboarding 40 wpm with no more than five (5) errors required. Must possess good oral and written communication skills, with the ability to communicate tactfully and impartially. Duties include speaking with customers which requires the ability to communicate and present oneself in a professional manner. Must have the ability to make sound decisions, problem solve, organize thoughts and reason logically. Requires the ability to read, comprehend, interpret, analyze, and practically apply agency directives, reports, memorandums, and policies and procedures. Must be able to follow oral/written directions. Must be able to successfully maintain/work with confidential information. Must be able to read and understand Florida State Statutes, State of Florida records management mandates; City Ordinances; research, resource and supplemental materials; City policies/procedures; Department General Orders, Accreditation requirements specific to the Unit, NIMS/ICS issued materials, current FCIC policies/procedures, Uniform Crime Reporting procedures/codes, and case reporting clearance codes. Must be able to read and analyze data, with ability to apply appropriate application. Must be familiar with the Criminal Justice System and FDLE mandates as they apply to records management. Must be able to read, understand, and appropriately file various reports/documents/records. Must understand filing systems, and be able to file alphabetically/numerically.

Our Mission

"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."

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Must be able to work under high demands, short time constraints, and the pressures of a fast paced work environment, meeting established timelines/deadlines. Requires the ability to multi-task, communicate effectively/tactfully/impartially, concentrate, comprehend, reason logically, organize thoughts, and analyze data. Must maintain knowledge of community referral services, available resources, and current events. Requires self-discipline, and organizational skills. Must understand practical application of NIMS/ICS principles and tactics as they relate to the Records Unit. Must understand/apply safety techniques within an office setting.

Interested candidates must submit a cover letter, resume and an employment application to the Human Resources Department, City of Haines City, 620 E. Main Street, Haines City, FL 33844. Applications and job announcements are available at www.hainescity.com. Positions are considered "Open Until Filled," unless otherwise specified.

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