



CAREER OPPORTUNITY

Job Title: Police Records Clerk	Department: Police
Pay Range: \$21,156.36-\$32,792.35	
Apply at: Human Resources Department, City Hall, 601 Gloucester St., (2 nd Floor) Brunswick, GA 31520 or online at http://brunswickga.org/jobs.html , an Equal Opportunity Employer.	
Apply by: Until Filled	

JOB SUMMARY

This is clerical work in maintaining law enforcement records and reports and in properly reporting this information to authorized agencies and individuals using community oriented policing and problem oriented policing techniques.

This position involves some knowledge of the basic functions, practices, and vocabulary of general law enforcement work. This position also involves considerable contact with responsible officials of numerous criminal justice agencies and may involve the operation of standard office equipment. Employee performs duties under general direction of the records supervisor.

Employee does not exercise direct supervision over other employees but may provide limited training experience for entrance level personnel.

ESSENTIAL FUNCTIONS OF THE JOB

The following duties and associated tasks are typically performed by an employee in this position. No attempt is made to be exhaustive in the following list.

1. Assists records supervisor in daily routine clerical tasks of the office and may assume supervisory duties in case of absence.
2. Maintains various office records and reports through updating, filing and typing.
3. Types reports and office correspondence.
4. Assists the general public, criminal justice officials, and municipal court through telephone conversation, written correspondence, and direct personal contact.
5. Receives payment for bonds and fines for Municipal Court and issues receipts.
6. Performs related duties as required.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

Graduation from an accredited high school or receipt of a G.E.D. certificate; some experience in maintaining law enforcement records; some clerical experience; and/or any combination of experience and training equivalent to the following:

7. Knowledge of state and city laws and ordinances, or the ability to acquire such knowledge;
8. Knowledge of the geography of the municipality, or the ability to acquire such knowledge;
9. Knowledge of court procedures;
10. Experience in maintaining law enforcement records and reports;
11. Ability to write and speak effectively;
12. Ability to understand and carry out oral and written instructions and to write clear and comprehensive reports;
13. Ability to operate general office equipment; and
14. Good physical condition

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